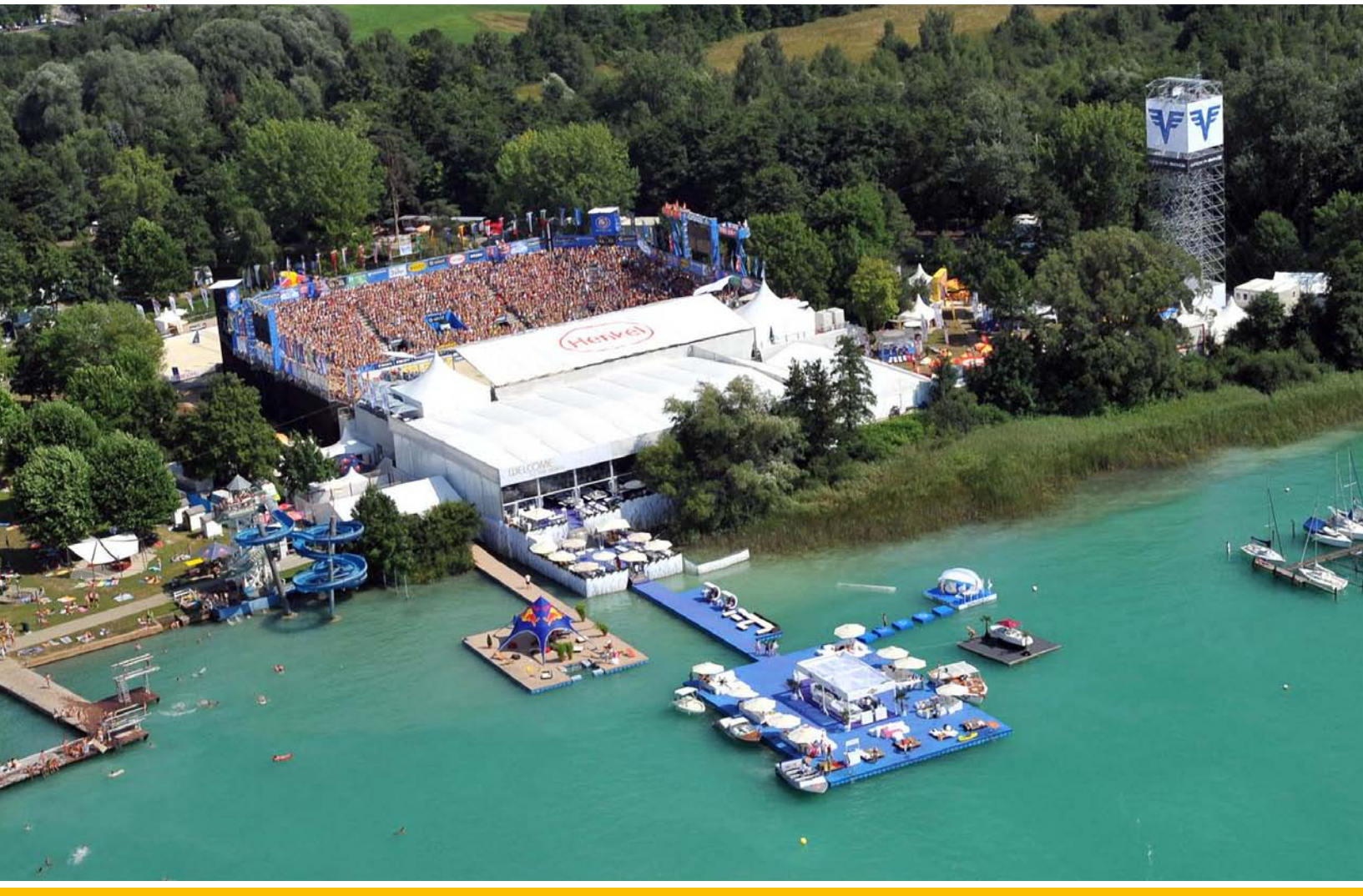
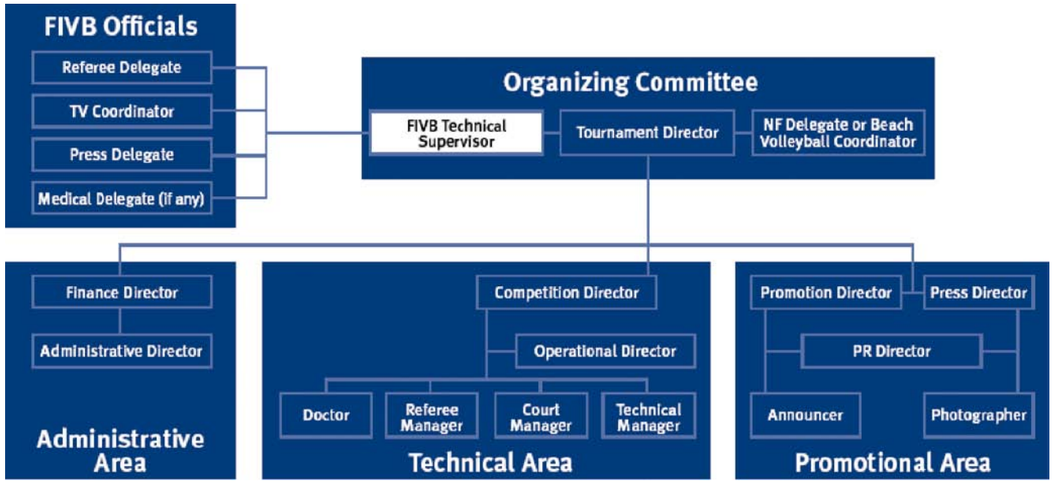
Chapter 3



Technical Organization



Mr. Dowgiallo (Stare Jablonki promoter) and Mr. Błaszkiewicz (Stare Jablonki operation director) attending the Grand Slam in Gstaad

Mr. Overeem, promoter of the Dutch World Tour with an FIVB Technical Supervisor

3.1 The Organizational Chart

The Organizational Chart is the framework for all operations. Organizers must establish an Organizational Chart comprising the different people performing specific duties, as described in this chapter. This Chart ensures the successful running of the competition and is designed to be consistent for all SWATCH FIVB World Tour events.
The form WT/05 must be submitted by all promoters to the FIVB Beach Volleyball Department for approval 120 days before the start of the event. Any change must be immediately indicated to the FIVB Beach Volleyball Department.
The Tournament Director must be working full time at least one year before the event. The other Directors (Finance, Administrative, Competition, Operational, Promotion, Press, PR, etc.) should be working for the organization and promotion of the event at 120 days before the start of the tournament. Directors cannot have more than one responsibility (except for the Tournament Director). All Managers in the Technical Area work under the coordination of the Competition Director.
Each promoter must appoint a person who speaks English fluently to resolve the master plan matters starting from the end of October onwards of the year preceding the event. Fines up to USD 25,000 will be issued by the FIVB in case of any delays related to the master plan.
The promoter shall nominate a local press officer for each SWATCH FIVB World Tour event by February 1st 2010.
Each promoter to appoint at least 6 months before his/her event a person (or agency) working at the proper implementation of the FIVB/NF-Promoter agreement in the marketing area. This person must speak English fluently and liaise with the FIVB.
The FIVB provides the Handbook to the National Federation Delegate and all Directors. The Directors should provide each Manager with the chapter(s) of the Handbook related to their specific duties.
At the beginning of the season, the FIVB Beach Volleyball Department appoints one Technical Supervisor (high importance of his/her role), one Referee Delegate, one Press Delegate (whenever applicable), TV Coordinator(s), one Photographer (if requested) for the 2010 World Tour, as well as a Highlights Producer. A Medical Delegate may also be appointed.
In order to optimize communication between Organizers and participants, the composition of the Organizing Committee (including the names of the Directors and Managers) should be included in the event's regulations, fourteen (14) days before the start of the event.
After each event, the Promoter, the National Federation's representative, the Technical Supervisor and the Referee Delegate are required to arrange a meeting to discuss the terms of the event's reports and resolve any possible discrepancies. This report and any other written communication must be signed by the National Federation and the Promoter and must be sent by the FIVB delegates concerned to the FIVB within seven days after the end of the concerned event. It is the responsibility of the Technical Supervisor, the Referee Delegate, the Press Delegate, the TV Coordinator and the Medical Delegate to make sure that the reports are received by the FIVB in due time.

A short report should be sent by each Technical Supervisor and Referee Delegate (copying the FIVB Beach Volleyball Department) to the next appointed officials in the same area aiming to fix any eventual problems occurring during the season.
It is forbidden for FIVB officials (e.g. Delegates, Neutral International referees, etc.) to be accompanied by family and/or friends when officiating at a FIVB event.

Upon request of the Organizers, the FIVB may suggest a list of experienced personnel to fill in the above positions in order to optimize the budget, maximize resources, and exposures. The conditions must be negotiated directly with the persons concerned.

A. The Organizing Committee

The Organizing Committee is composed of the FIVB Technical Supervisor, the Tournament Director and the National Federation Delegate or Beach Volleyball Coordinator. The FIVB Referee Delegate, the FIVB Press Delegate, the FIVB TV Coordinator, the FIVB Medical Delegate (if any), or other FIVB representatives (if any), will advise the Organizing Committee in the respective area of their responsibility and may be requested to attend meetings if deemed necessary by the FIVB Technical Supervisor. The Organizing Committee gathers upon request of the FIVB Technical Supervisor or the Tournament Director to secure the smooth running of the event's operation and solve eventual contingencies. The Organizing Committee analyses the critical situation and reports on any problems (e.g. sanctions to athletes, suspension of the event due to cases of "force majeure", etc.) to the FIVB Beach Volleyball Events Director. The Organizing Committee submits any critical decisions to the FIVB for its approval, whenever possible. If the communication between the Organizing Committee and the FIVB is not possible, the FIVB Technical Supervisor is entitled to take a final decision.

1. The Tournament Director (Promoter)
- completes and sends the World Tour candidature file to the FIVB in due time;
- signs the FIVB-NF/Promoter Agreement (incl. the appendices), undertakes all promoter's responsibilities, and fulfills all requirements of the Handbook;
- smoothly implements the marketing regulations related to the Promoter and ensures the respect of the terms of the FIVB-Sponsors agreement (e.g. production and placement of the FIVB sponsors' material, correct implementation of the visual, titles, etc);
- establishes a financial plan and ensures the respect of it;
- undersigns an agreement with the hosting city/region authorities, sponsors, suppliers, etc., in order to grant the necessary revenues to fund the event;
- ensures the payment of the entry fee, license fee (Prize Money), board and lodging, local transportation, etc., in due time as per agreement and on-line checklists;
- corresponds with the FIVB and the National Federation Delegate for all critical matters related to the event;
- hires experienced and sufficient staff members, ensuring also the general coordination for all members of the Organizational Chart;
- ensures the implementation of the venue plan in accordance with the FIVB requirements;
- produces a handbook for all FIVB players;
- prepares the inspection visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- organizes the Preliminary Inquiry and the Technical Meeting in coordination with the members of the Organizational Chart and is available to attend these meetings;
- supervises and attends Public Relations, entertainment, promotional activities, and checks the contents and layout of all promotional material;
- prepares the progress and final reports, fills in official forms, and sends them to the FIVB;
- ensures the signature of the Host Broadcaster letter of Agreement (Appendix E) by January;
- makes sure that the duties included in the Host TV Broadcaster Letter of Agreement are fulfilled and that video tapes are provided to the FIVB TV Coordinator immediately after each recorded match;
- maintains an efficient communication with all parties involved in the organization and promotion of the event;
- promotes the attendance of celebrities and ensures the implementation of VIP programs;
- ensures the smooth implementation of the compulsory camp for Beach Volleyball fans;
- prepares a final report including the event's exposure;
- sends to the FIVB proposals related to the promoter's responsibilities to be discussed during the Beach Volleyball Commission and World Tour Council meetings;
- attends the World Tour Council meeting.
- agrees with Descente the exact modality for the shipment of the uniforms.

2. The National Federation Delegate or Beach Volleyball Coordinator
- is appointed by the National Federation;
- follows up the NF/Promoter tasks enlisted into the FIVB/NF – Promoter agreement (incl. appendices), fulfills the terms of the Master Plan, and informs the parties concerned if a topic has not been dealt with in due time;
- selects and appoints local referees, auxiliary officials (scorers and line judges) and court personnel (scoreboard keepers, ball retrievers, sand levelers, athletes' attendants, etc.);
- collaborates with the Tournament Director on the promotion of the event through its Press Department;
- nominates a Referee Manager to coordinate the competition duties and submits the respective name and coordinates to the FIVB Referee Commissioner sixty (60) days prior to the start of the Tournament together with the name of the ball-checker and the nominal lists of local referees and auxiliary officials;
- collaborates with the Tournament Director on the organization of the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any), clinics, meetings and is available to attend them;
- prepares the invitation letter and event's regulations for FIVB approval (to be sent to the FIVB -30 days prior to the event) and once approved sends them to the participating National Federations (-13 days prior to the start of the event);
- ensures the necessary assistance to the National Federations to issue visas for the participating athletes;
- participates in the press conferences organized before and during the event;
- corresponds with the FIVB and the Tournament Director for all critical matters related to the event;
- sends proposals to the FIVB National Federation's representative and other parties to be discussed during the Beach Volleyball Commission and World Tour Council meetings;
- supports the promoter in organizing the camp for Beach Volleyball fans;
- implements National teams programs and National Beach Volleyball activities aiming to better promote Beach Volleyball at local and international levels. Further information about the successful National teams programs and National Beach Volleyball activities are available upon request at the FIVB;
- secures the presence of national anti-doping agency whenever required by the FIVB and maintains confidentiality to the correspondence concerned.

B. Administrative Area

1. The Finance Director
- is placed under the authority of the Tournament Director;
- assists the Tournament Director in realizing a successful financial plan (expenses and incomes);
- follows-up on the Master Plan in terms of accounting and makes sure that all payments due to the FIVB are made within the deadline;
- provides to the players on-site the necessary documentation for the eventual takes to be deducted from the Prize Money whenever agreed with the FIVB.
- verifies that the flow of money is coherent with the financial commitment of the Organizers;
- is responsible for all payments such as the organization staff members, FIVB Officials (if applied), and referees' fees/per diem, hotels, venue, etc.;
- makes sure that all taxes are paid in due time;
- secures the necessary approval from the FIVB Sponsors concerning the production of their material and issue the related invoice.

2. The Administrative Director
- is placed under the authority of the Finance Director;
- organizes the event's secretariat;
- assumes the general correspondence and communication with the FIVB Officials, referees, and teams;
- coordinates the organization of the inspection visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- manages the Preliminary Inquiry and the Technical Meeting and is available to attend them;
- be responsible for the international transportation of all FIVB officials and if needed coordinates such a matter with promoters of events scheduled before and/or after his/her event;
- coordinates and organizes the local transportation (arrival and departure);
- is responsible for the FIVB Officials, referees, teams, and other persons' accommodation and ensures that neutral and local referees are accommodated in the same hotel;
- organizes the distribution of publications, promotional material, bulletins and the flow of information;
- checks that all documents and printed material are available and;
- ensures that the photocopy center is operational.

C. Technical Area

1. The Competition Director
- is the highest authority at the venue under the FIVB Technical Supervisor and the Tournament Director;
- prepares and attends the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- recruits and appoints the Technical Area Managers and volunteers;
- coordinates the Technical Area activities of the members of the Organizational Chart;
- coordinates with the Operational Director the installation (and dismantling) of the competition facilities and equipments;
- prepares the event's regulations in collaboration with the Hosting National Federation;
- organizes the Preliminary Inquiry and the Technical Meeting;
- elaborates the competition program to satisfy the needs of on-site spectators, Host Broadcasters, etc., for the FIVB Technical Supervisor's approval;
- coordinates the court personnel's duties;
- ensures that the courts are set-up in accordance with the FIVB requirements;
- decides the courts' assignment in agreement with the Tournament Director, the FIVB Technical Supervisor, and the TV Coordinator;
- coordinates with the Press Director and the Administrative Director the preparation and distribution of the Daily Bulletin;
- gives instructions for the proper update of the competition brackets' billboards;
- works with the Medical Director, Referee Manager, Court Manager and Technical Manager to ensure the smooth running of the event.

2. The Operational Director
- is placed under the authority of the Competition Director;
- decides the location and orientation of the courts according to the stadium and facilities requirements;
- liaises with Hutcheson Sand and Mixes to choose the sand in accordance with the FIVB requirements (sand to be approved by July 31st of year preceding the event);
- prepares the stadium and facilities layout (including all operational area and working rooms);
- controls the construction of the venue (and its dismantling after the competition);
- ensures that the material of the FIVB Sponsors is properly set-up and dismantled (e.g. scoreboards, speed ball serving device, inflatable, POS, etc.);
- prepares and attends the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- sets-up the TV and press facilities;
- organizes the security and access controls;
- supervises the operation of medical services in collaboration with the Medical Director, the FIVB Medical Delegate (if any);
- controls the set-up (and dismantling) of the court equipment on all courts (together with two dedicated persons working exclusively for Swiss Timing).

3. The Medical Director
- is placed under the authority of the Competition Director;
- works in collaboration with the FIVB Medical Delegate in order to provide the players and officials with the necessary on-site assistance, as well as 24-hour assistance at the player and officials hotels;
- checks the nutritional aspects of the food and beverages on site as well as at the hotel, and the environmental aspects such as the sun exposure, the hydration status and the safety for players, officials, volunteers, spectators, etc.;
- coordinates the medical and physiotherapy services for players;
- coordinates the first aid assistance for spectators and staff;
- ensures that the medical staff is available at the venue from at least one hour before the start of play in the morning until the end of play to assist athletes, staff, spectators, etc.;
- supplies the addresses of the closest hospital(s) and verifies that these hospitals are available to provide emergency specialist care in all relevant medical areas;
- verifies that an ambulance and equipment for advanced cardiopulmonary resuscitation (including defibrillator) are always available at the venue;
- verifies that equipment and qualified personnel is always available at the venue to assess and provide emergency treatment for dehydration and hyperthermia (including equipment for intravenous treatment);
- is responsible for keeping accurate medical records of all assessments and treatment provided by medical staff during the event, in accordance with national medical regulations;
- assists the FIVB Medical Delegate and national anti-doping organization in preparing anti-doping controls, including the preparation of the Doping Test section;
- assists the relevant FIVB official in running the alcohol test for referees and auxiliary officials, when requested.
- the Medical Director's CV and contact information must be received by the FIVB 2 months before the event and he/she must be certified in sports medicine. The FIVB President of the Medical Commission to approve the concerned CVs.

4. The Referee Manager
- is under the authority of the Competition Director;
- instructs and trains local referees, auxiliary officials (scorers and line judges) and court personnel;
- acts as a liaison between the Competition Director and the FIVB Referee Delegate;
- is responsible for the organization of the referee clinics to be possibly held at the referee's hotel (the room must be equipped with video, Microsoft Power Point Projector and screen plus white board with markers) as well as for the recruitment of all line judges and scorers to attend the mandatory event's referee clinic;
- is responsible for the organization of the extra referee clinic for local referees (if applied) and the extra clinic for auxiliary officials and key court personnel (if applied);
- is responsible for the daily referees' meetings under the supervision of the FIVB Referee Delegate;
- coordinates with the FIVB Referee Delegate all referee matters such as the assignment of referees, line judges, scorers, etc.;
- ensures that court personnel are available at the venue in due time.

The Referee Manager may have one/several assistant(s) to:
- prepare the referees' clinic(s) and the daily referees' meetings;
- circulate the referee documents and material (Official Beach Volleyball Rules, Referee Guidelines, timetables, score sheets, referee forms, daily referees' and auxiliary officials' assignments, etc.);
- assign and train the auxiliary officials (recruitment and training of the line judges, and scorers);
- select and train the court personnel (recruitment and training of the ball retrievers, sand levelers, scoreboard keepers, court athletes' attendants, etc.).

5. The Court Manager

The Court Manager is under the authority of the Competition Director and coordinates all activities in connection with the playing area.

He/she is responsible for the "ball-checker", who must be available on site from the arrival of the FIVB Technical Supervisor until the end of the tournament. The "ball checker" works in close coordination with the FIVB Technical Supervisor and the FIVB Referee Delegate, and is responsible for handling the Mikasa balls throughout the entire tournament, starting with the respective initial inflating, followed by the inspection and homologation process, the daily monitoring and the overnight storage of the balls.

He/she must have one assistant for each court (including warm-up court) to:
- set-up the courts and ensure the operation and maintenance (sound system, seats, panels, scoreboards, etc.);
- verify the status of the sand and apply the necessary measures to improve it;
- verify the protocol (marshal, security and access control, couriers, supply of water and towels, lockers room, working areas, VIP section and stands, awarding ceremony, etc.);
- check the equipment and supplies (availability of poles, nets, reserve balls, pads and, other sports material);
- check the status of the branding around the courts in line with the FIVB Marketing checklist;
- resolve contingency cases on the competition court.

6. The Technical Manager
- is under the authority of the Competition Director;
- coordinates the information activities with the Administrative Director.

The Technical Manager must have one/several assistant(s) to:
- ensure that the necessary hardware is available at the venue to run the BVIS;
- ensure the timely recording of the competition data (BVIS);
- guarantee the distribution of the Daily Bulletin (on site, at the lobby of the hotel(s) ensuring that the competition schedule is handed out no later than one hour after the last match of the day and by fax) in accordance with the local distribution list;
- verify the timely update of the overall information about the event (i.e. pictures, press releases, results, etc.) on the FIVB Website (www.fivb.org/EN/BeachVolleyball) under the authority of the FIVB Technical Supervisor.

D. Promotional Area

1. The Promotion Director
- is placed under the authority of the Tournament Director;
- collaborates with the Tournament Director, Press Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press and PR actions to be submitted at least four (4) months before the start of the events to the FIVB for its approval;
- acquires or/and trades out advertisement space in the media;
- contacts radios and television stations for all promotion;
- is responsible for the production and distribution of the official program, poster, brochures, media kits, etc. in collaboration with the Administrative Director;
- promotes tickets' pre-sale campaign (if any);
- coordinates the production of the event at the venue with the Announcer.

– coordinates interviews with the athletes and VIPs attending the event;
– coordinates the work of the photographer(s) to ensure that high quality pictures are circulated to the media and sent to the FIVB;
– ensures that results are constantly updated in the press center;
– collects local press cuttings, finalizes the media report, and sends them to the FIVB.

3. The PR Director

– is placed under the authority of the Promotion and Press Directors;
– collaborates with the Tournament Director, Promotion Director and Press Director to prepare a detailed and effective marketing plan, including promotion, press and PR actions to be submitted at least four (4) months before the start of the events to the FIVB for its approval;
– organizes a program of side events as well as ensures the reception and local transportation of VIPs;
– invites VIPs (sponsors, local authorities, celebrities, etc.) to the press conferences and to the venue;
– checks the arrangements for VIPs in terms of accommodation, receptions, meals, etc.;
– welcomes the VIP guests and journalists upon their arrival and accompanies them before their departure;
– verifies that the international protocol is respected;
– supervises the tasks of the translators;
– prepares and attends the rehearsal of the awarding ceremony.

4. The Announcers – Producers

– are placed under the authority of the Promotion Director and works for the production of the event;
– collect general information about the competition and the athletes from the Press Director;
– call the teams for matches whenever requested by the Competition Director;
– provide constant information about the score on each court;
– interview athletes and VIPs;
– are responsible for entertaining the spectators in accordance with the Production (chapter 7);
– are responsible for playing music, announcing, etc. during the competition and the awarding ceremony;
– coordinate any entertainment activities on the Center Court, aiming to create an enjoyable environment;
– itis recommended to hire 2 announcers, 1 for local language and 1 for several languages (including English) for the international on-site audience;
– assist the implementation of the procedure for the "1st Referee Communication with the Audience" (if applied).

5. The Events' Photographer

– is under the authority of the Press Director;
– complies with the rules applicable for photographers and signs the FIVB-Photographer Agreement (WT/07) 30 days prior to the start of the event;
– provides pictures for the FIVB website (whenever needed) as requested on the WT/20 form to satisfy the FIVB, sponsors, media, city, and promoter's needs;
– the promoters are encouraged to have a "Photo Marshal", like a non-working photographer, hired to control and help the photographers;
– the promoters shall explore the possibility of hiring another photographer (i.e Mauricio Kaye) for all Open tournaments as he is already attending most of the events.

2. The Press Director

– is under the authority of the Tournament Director;
– liaises with the FIVB Press Delegate on historical data, players' biographies, players' earnings, etc.;
– collaborates with the Tournament Director, Promotion Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press and PR actions to be submitted at least four (4) months before the start of the events to the FIVB for its approval;
– prepares and circulates information from the Organizers to the local press, TV broadcasters, radios, etc., and the FIVB Press Department;
– collects all information on athletes, etc. (biographies, pictures, etc.) from the FIVB Press Department and on site from the FIVB Press Delegate;
– provides the FIVB Press Department with a tournament presentation article whenever requested detailing the venue information, tournament's history, and points unique to the tournament;
– collaborates with the Promotion Director on the content of the official program;
– ensures that the press center is set-up in accordance with the FIVB requirements;
– organizes the press conferences in accordance with the marketing regulations and prepares the press kits a copy of which must be sent to the FIVB Press Department;
– invites local and foreign journalists to the press conferences and the event itself and organizes for them an accreditation;
– writes the press releases in the local language for local press and partners (and in English whenever requested);
– ensures that the Daily Bulletin and press releases are sent to local media (via fax or e-mail) as per the list prepared previously;
– provides daily information, notes, and results to the FIVB Press Delegate (in the requested/appropriate format) to allow him/her to elaborate press releases for the international media list;

E. FIVB Officials

1. The FIVB Technical Supervisor

– is appointed by the FIVB and is the highest authority on site for the SWATCH FIVB World Tour events and the SWATCH FIVB World Championships;
– follows-up on the preparation of the event in collaboration with the FIVB Beach Volleyball Department, using the event's reports of the previous season (if any), the Handbook, the Master Plan, the official forms, the event's regulations, the technical checklist, all relevant correspondences exchanged between the FIVB and the Organizers, etc.;
– checks together with the FIVB Beach Volleyball Department that the Master Plan deadlines are met, using the Master Plan and Marketing checklist;
– collects from the FIVB before the event all relevant information such as the amendments, etc.;
– checks the fulfillment of the FIVB Regulations as per the terms of the FIVB/NF-Promoter agreement (incl. appendices) and as per Handbook;
– inspects and checks the Events' Venue and all facilities;
– checks international travel arrangements made by the promoter for all FIVB officials.
– verifies the correct distribution of the Descente uniforms and the correct display of Descente brandings, the placement of the SWATCH Materials and the SWATCH brandings, the proper use of the Mikasa balls and the Mikasa brandings, in accordance with the Marketing Regulations included in this Handbook and in the Marketing Kit;
– carries-out the yearly inspection visit whenever requested by the FIVB (approximately 2/3 months before the start of the event);
– coordinates with the FIVB Referee Delegate on all activities related to the referees, court personnel, volunteers, etc.;
– implements all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.;
– obtains from the local authorities concerned the enforcement of a professional security staff (e.g. police, army, etc.) to secure the venue, the surrounding areas and the hotel from terrorist attacks;
– coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the FIVB;
– coordinates with the FIVB Beach Volleyball Press Delegate to ensure the smooth running of the local and International press operations;
– collaborates with the FIVB Medical Delegate (if any) on medical issues and doping controls whenever carried out;
– collaborates with the FIVB Photographer whenever requested;
– ensures that the FIVB Highlights Producer receives the necessary assistance from the Organizers, Host Broadcasters, players, officials, etc., in order to collect crucial information to realize the Highlight programs;
– checks the fulfillment of the promoters' financial obligations on site;
– checks the correct implementation of the Media Plan;
– ensures that the marketing of the event is in accordance with the FIVB requirements;
– immediately reports the FIVB upon his/her arrival in a city about the status of preparation of an event in all respective items;
– conducts the Preliminary Inquiry and Technical Meeting; reminding players to submit the NF-Player's Commitment, WT/10 (health certificate), clearing any outstanding fines and updating accurately the BVIS system with all bank details (address, account, etc.), biographies, etc.;
– ensures the smooth running and operation of the event in cooperation with all the members of the Organizational Chart, the FIVB Officials, the referees, the court personnel, the volunteers, etc.;
– calls the Organizing Committee for meetings whenever necessary;
– helps to optimize the competition schedule in accordance with the on-site attendance, media, Host Broadcaster and International Broadcasters needs;
– assigns the courts in coordination with the Competition Director;
– anticipates upon his/her arrival on site the accurate leveling of the sand before the court and the tribunes are completely set-up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different time of the day and especially in case of rain, taking into consideration the players' feedback) and immediately informs the FIVB of any problems;
– controls the accuracy of all information contained in the Players' Handbooks upon his/her arrival at the event and guarantees that this publication is available to all players once on site (i.e. at the airport, in the Hotel upon check in, etc.);
– ensures that the personnel involved in the event fulfils all assigned duties thoroughly and efficiently;
– verifies the local transportation plan, accommodations plan and meals services for the parties concerned;
– participates to the Technical Supervisors seminar whenever organized by the FIVB;
– assists the FIVB in revising the FIVB Handbook;
– verify that the chain of custody of the Beach Volleyball balls delivered from MIKASA is correct, and two days ahead of the arrival of the Referee Delegate supervise the correct inflating all Mikasa balls in close coordination with the "ball-checker";
– coordinates all aspects of the event and takes final decisions in case of protests or complaints about the organization, match results, referee, and medical issues, after consultation with the Tournament Director and the National Federation Delegate;
– check the appropriate placement for Swiss Timing personnel (sheltered from bad weather) and equipped with the table;
– check the appropriate placement for the Sportsman Media Group;
– represents the FIVB during press conferences, meetings, interviews, etc., whenever required and feasible during his/her stay on site;
– ensures the proper running of the awarding ceremony;
– inserts the latest Players' BVIS and tournament BVIS files on the FIVB FTP site from the venue at the close of the competition and update him/herself directly the World Ranking;

A FIVB Technical Supervisor

Technical Supervisors, Referee Delegates, Press Delegate and the organizers during Technical Meetings

FIVB Delegates

TV coordinators

– prepares the relevant reports (inspection, homologation of the stadium, final report, etc.) in accordance with FIVB requirements and send them to the FIVB;
– organizes a meeting at the end of the tournament between the Promoter, the National Federation's representative, and the Referee Delegate to discuss the reports of the event;
– ensures that the FIVB reports are signed by the National Federation and Promoter and sent to the FIVB within seven days after the end of the event;
– communicates within 24 hours to the Technical Supervisor/ Referee Delegate of the following events, as well as to the FIVB, the remarks, comments, and eventual fines applied to the parties concerned;
– during the preliminary inquiry provides a template to the players to fill in local contact information in case of emergency.
– a brief summary to the Men's and Women's players representative must be provided.
– ensures that the finance director provides to the players on-site the necessary documentation for the eventual takes to be deducted from the Prize Money whenever agreed with the FIVB.
– He/she required, during the tournament week, to make sure that the local promoter will circulate to Swiss Timing, IMG, Sportsman Media Group, Host Broadcaster, etc. relevant events/competition information in regard of schedule announcements, results, changes & player information, etc.
  Therefore the local promoter is requested to provide the following:
  – Provision of a hard copy print at the Main Streaming & Production working position
  – Sending of the schedule (fixtures, starting times, court id) per mail in a *.pdf format
  – Access to an online version of the schedule (starting times, fixtures & court allocation) and the results

The FIVB may assign a Technical Supervisor Assistant on the occasion of one or two SWATCH FIVB World Tour Event(s) during the season. All the costs related to this specific assignment must be borne by the Assistant Technical Supervisor (international and local transportation, board and lodging, etc.). The FIVB Technical Supervisor Assistant is required to arrive on site and to leave the event as per the FIVB Technical Supervisor schedule.
The FIVB will then evaluate the competence of the Technical Supervisor Assistant (mainly in the areas related to the competition system and the marketing) and discuss during the FIVB Beach Volleyball World Tour Council his/her possible nomination as FIVB Technical Supervisor for the following year on the occasion of the FIVB events.

2. The FIVB Referee Delegate

– is appointed by the FIVB and assumes all duties specified in the Referee Delegate's Manual and the referee aspects of the competition;
– is under the authority of the FIVB Technical Supervisor;
– works in close collaboration with the Referee Manager and coordinates, two (2) months before the competition all required actions with relevance to the establishment of the requirements for the standard referee's clinic, for the extra clinic for local referees (if applicable), for the extra clinic for auxiliary officials and key court personnel (if applicable), and for the recruitment of the court personnel;
– confirms the list of local referees as well as auxiliary officials and verifies the availability of the court personnel in accordance with the list approved by the FIVB Referee Commissioner two (2) months before the competition (as per FIVB requirements);
– conducts the standard referee's clinic on the day preceding the Qualification as well as the extra clinic for local referees and the extra clinic for auxiliary officials and key court personnel either these to be staged the preceding day whenever required by the FIVB;
– in close coordination with the "ball-checker" ensures that each Mikasa Beach Volleyball ball to be used during the competition fulfills the FIVB requirements;
– ensures the smooth running of the competition on the field of play with referees (neutrality), auxiliary officials (scorers and line judges) and court personnel (scoreboard keepers, ball retrievers, sand levelers, court athletes' attendants, etc.);
– observes the referees' work during the tournament, evaluates their performance and conducts daily referees' meeting(s) after the last match of the day and/or before the start of the first match of the day;
– supervises that the necessary equipments will be provided to the first referee respectively for the communication with the audience and with TV Producer for the proper coordination of the slow motions;
– inspects on a daily basis the courts and equipment and reports any discrepancies to the FIVB Technical Supervisor;
– participates to the Referee Delegates seminar whenever organized by the FIVB;
– implements the match protocol in coordination with the court personnel;
– supervises the procedures for implementation of the Alcohol tests for Referees and Auxiliary Officials;
– reviews the score sheets;
– reports to the FIVB about the event's referee aspects and referees' overall performance;
– attends the meeting at the end of the tournament between the Promoter, the National Federation's representative, and the Technical Supervisor to discuss the reports of the event;

– ensures that the FIVB Referee Delegate reports are signed by the National Federation and Promoter and sent to the FIVB within 7 days after the end of the event;
– communicates within 24 hours the remarks and comments of the attended event to the Technical Supervisor/Referee Delegate of the following events and to the FIVB.
– organizers, who chose to set up more than one venue or spread out venue layouts, will be responsible to cover the costs (travel, board and lodging, per-diem, etc, same conditions as FIVB neutral referees) of an Assistant Referee Delegate to be assigned by the FIVB for each existing side court venue.

3. The FIVB TV Coordinator

– is under the authority of the FIVB Technical Supervisor.

Note:
For duties and responsibilities, see details in the TV Broadcasting Guidelines chapter.

4. The FIVB Highlights Producer

– is representing IMG (company mandated by the FIVB) and is responsible to produce through the HTVB crew or/and his own equipment video materials in accordance with the editorial concept of the FIVB. The FIVB Press Delegate should work closely with the FIVB Highlight Producer in order to enable him to realize features concerning athletes and/or about other subjects. During the season the FIVB Highlights Producer will attend all events.

5. The FIVB Press Delegate

– assists in increasing the worldwide media awareness for the Men and Women's Beach Volleyball World Tour/World Championships events and in better promoting the FIVB sanctioned events;
– works from his/her facilities on the basis of the information supplied by the Press Director of each event under the supervision of the FIVB;
– is responsible for the preparation, release, and distribution to the media and all entities appearing in the international media list concerning the World Ranking and results of all international Beach Volleyball events;
– provides information to the Press Director, Host Broadcaster, Swiss Timing, the Sportsman Media Group, the Announcers and accredited media representatives on historical data, athletes' biographies, match results, match schedule, etc.;
– prepares a report on press operations and match results for the Beach Volleyball Commission and World Tour Council meetings;
– assists the Press Director in the fulfillment of appropriate communication plans and checks the proper implementation of the FIVB requirements and standards in the press area;
– collects all relevant data related to the Press of each event, useful to realize the FIVB season's final report;
– reports back to the onsite FIVB Technical Supervisor on the smooth functioning of the media information plan;
– implements special projects whenever agreed with the FIVB.

6. The FIVB Medical Delegate (if any)

The FIVB Medical Delegate is under the authority of the FIVB Headquarters and of the Technical Supervisor on site. The responsibility of the FIVB Medical Delegate is to supervise the medical services and medical controls, ensuring that the FIVB Medical Regulations are strictly enforced. The duties of the FIVB Medical Delegate also include:
– checking during the Preliminary Inquiry that Health Certificates have been provided to the FIVB;
– presenting the FIVB Medical Regulations, the procedures for doping control sampling and the medical assistance available during the competition during the Technical Meeting;
– being available to provide advice to athletes regarding the list of banned substances, therapeutic use exemptions and medical controls;
– monitoring the value issued by the wet bulb globe thermometer data collected from the FIVB Heat Stress Monitoring Protocol, keeping the Technical Supervisor and the Technical Director informed about critical situations;
– supervisinge medical staff and interveninge with athletes/public in case of emergency situations;
– in collaboration with the FIVB Technical Department, ensuring that the necessary preparations for anti doping controls are done prior to to his/her arrival on site and observing that the principles of the FIVB Test Distribution Plan are followedprocedures are properly followed by the Promoter, prior to his/her arrival on site;
– monitoring that doping control procedure are in strict compliancein accordance with the FIVB Medical regulations.

The FIVB Medical Delegate must be equipped with a cell phone and/ or "walkie-talkie" in order to be reached at any moment during the event.

7. The FIVB Photographer (if any)

– is under the authority of the FIVB Technical Supervisor and Press Delegate;
– a photographer may be appointed directly by the FIVB for certain events. He/she will report to the FIVB and will be responsible to post every day on the FIVB Website pictures with captions. Special assignments may be given by the FIVB in order to satisfy the needs of the media and/or the FIVB.

Note:
For duties and responsibilities, see details in the Press and Media chapter.

Mr. José Casanova, Referee Commissioner

Checking the pressure of the ball

Local officials

Officials, organizing staff, court personnel and volunteers

3.2 Referees

A. The Generalities

A clear protocol of communication must be established between the FIVB, the FIVB Referee Commissioner and the Organizers (NF's and Promoters). This protocol of communication must be formally addressed to the President of the National Federation and must include a point of contact (with the authority to confirm the arrangements made with the National Federation and the Promoter), within an established deadline.
In 2010, the FIVB will continue to follow the assignment policy implemented at the end of the previous season by combining the top experienced referees with a new generation of young promising referees.

B. The Neutral International Referee

For each event, the FIVB Beach Volleyball Department and the Beach Volleyball Referee Commissioner must appoint five (5) Neutral International Beach Volleyball Referees for a single Open event. For a double gender event (men and women), the FIVB must then nominate seven (7) Neutral International Beach Volleyball Referees. Following the 2007 World Council decision, the FIVB must then nominate ten (10) Neutral International Beach Volleyball Referees for a Senior World Championships event. Four (4) International Neutral Referees are appointed to a Junior or Youth World Championships by the FIVB. Whenever possible, the FIVB appoints Neutral International Beach Volleyball Referees who live in the same continent as the event held in. Only referees of the highest level should be appointed for the season (elite referees and referees of the utmost quality).
In case of Referees' dual Nationality, the same regulations as the ones used in FIVB Volleyball Competitions will apply.
The FIVB recommends to the Challenger and Satellite Organizers to invite Neutral International Beach Volleyball referees and/or Candidates in order to secure neutrality at key matches while also possibly raising the overall level of officiating.
The FIVB has developed a Referee Database, which is available through the following link: http://www.beachreferee.org. This webpage provides International Beach Volleyball Referees' and Candidates' "media bios", personal information, refereeing experience in FIVB events, major achievements, etc. to feed the Host Broadcaster and the accredited media. Refereeing Manuals, Guidelines, Casebook, Rules, Forms, etc. are available through the following link: www.fivb.org/EN/BeachVolleyball/Refereeing/Refereeing.htm.

www.beachreferee.org
username: fivbWTorganizer
Password: fivbbvbreferees

C. The Local Referees

The National Federation is responsible for the training of national referees and for the selection of the most expert officials in order to guarantee the best level of performance during all World Tour event(s). The local Referee and hosting National Federation should use video tapes of International matches in the instruction process (available for Technical and shipment costs).
In order to support the training of referees, a video/DVD will be produced with the supervision of the Referee Commissioner as a teaching resource.
The National Federation must select a minimum of eight (8) local referees for each single gender event, among their best International and National Beach Volleyball referees. If two events (men and women) are organized on the same date and venue, twelve (12) to fourteen (14) local referees are then needed.
In addition to the FIVB assigned neutral referees, organizers that do not have enough international Beach Volleyball referees or candidates to guarantee an average minimum of 2 international Beach Volleyball referees and/or candidates per competition court (at the most busy days of the tournament), must invite foreign referees in the necessary amount to fulfill the FIVB requirement, under the supervision of the FIVB Referee Commissioner.
Moreover in case the local referees cannot fulfill the required World Tour standards, the National Federations should then invite additional International Beach Volleyball referees or Candidates in order to complement the local quota. Invitations must be submitted for approval to the FIVB Referee Commissioner (before including them in the overall list of local Referees to be submitted 60 days before the event at the latest).
Any selected local referee (if not International Beach Volleyball Referee or Candidate) must have a good knowledge of the English language in order to communicate with the FIVB Referee Delegate and the athletes during the competition.
The list of local referees must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any) and included in the inspection report. In case no yearly inspection visit is carried-out, the organizers must submit (two months before the start of the event at the latest) for the approval of the FIVB Referee Commissioner a nominal list of scorers and line judges assigned to the tournament together with the list of the local Referees, the name of the "ball-checker" and the name and coordinates of the assigned local Referee Manager. A copy of this list must be sent to the FIVB Beach Volleyball Department as well for approval two (2) months before the event. The FIVB Referee Delegate must also receive a copy of the final lists in order to confirm them before the start of the event.
According to the SWATCH FIVB World Tour regulations, all local referees must be available throughout the entire tournament.
However, for certain events and in order to optimize the budget of the Organizers, the Referee Delegate in agreement with the Referee Commissioner may envisage the possible option to release at his/her discretion some of the local referees 1 or 2 days before the end of the tournament. This intention must be raised by the Organizers 2 months in advance while submitting the list of the local referees for approval. While Promoters shall pay the local referees on-site, National Federations shall be free to follow internal usual administrative procedures of their country. The per diem for local referees shall be paid at 50% for travel days, and 100% for working days, including the day of the referee clinic. Recruited line judges must be referees recognized by their respective National Federations. For the Qualification Tournament and the preliminary matches of the Main Draw, two line judges must officiate at each game. In the semi-final and final matches four line judges are needed.

For events where more than 10% of the names of the auxiliary officials have changed from the list submitted to FIVB approval to the ones effectively officiating at the tournament or other extreme circumstances (i.e.: line judges not meeting quality, age, or referee certification requirements) the FIVB Referee Delegate can compel not to use local line judges for the entire event or decide to implement a sanctions (see Chapter 11 for further details). For semi-finals and finals Referee Delegates to select line judges among the Referees officiating at a given event.

D. The Referees' Clinic and Extra Referee's Clinic

The Referees' Clinic should be set-up in a hotel conference room (possibly in the hotel accommodating the referees) and include video Microsoft Power Point projector and screen, plus white board with markers.
All neutral International and local referees officiating during the competition must attend the Referees' Clinic starting at 09:00 am, the day before the Qualification Tournament. The theoretical training of the Auxiliary Officials will also be held during this morning (or half-morning). The Local Referee Manager, in conjunction with the FIVB Referee Delegate, must guarantee that all line judges and scorers attend the mandatory event's Referees clinic at 11:00 am the day before the start of the Qualification tournament. The practical part of the clinic, with the participation of all court personnel will be held during the afternoon possibly in conjunction with the Country Quota Play-Off matches.
Other referees invited by the National Federation may also participate in this clinic as observers.

While neutral referees assigned by the FIVB are required to have their medical certificates completed in advance, the local referees assigned by any National Federation hosting an FIVB tournament are requested to present their annual medical certificates (issued less than 12 months prior to the start of the event) at the respective event's referee clinic.
If the competition schedule format adopted allows it, the participation of the scorers and line judges in the Referee clinic may be reduced from 1 full day to half day for events with certified experienced referees officiating in these roles and for events that were assessed with high performance standards in this particular area on the occasion of the previous year edition. In cases where Country Quota Play-Off will be held, the above exception will never apply.

It is a mandatory requirement for all new promoters/organizers of SWATCH FIVB World Tour events (including Senior, Junior and Youth World Championships) to organize an Extra Clinic for Auxiliary Officials and key Court Staff 2 days before the start of the concerned event.

For all new tournaments and tournaments that have been reported as problematic for refereeing at the preceding edition, the presence of all the local referees at an extra day clinic to be staged the day before the standard referee clinic will be mandatory (in due coordination with the extra clinic for auxiliary officials and key court personnel, in case this applies).

E. The Responsibilities

Referees are responsible for:

- checking that the court set-up and equipment corresponds to the FIVB requirements;
- verifying the availability of the required court personnel;
- checking that the information included on the scoreboards is correct;
- verifying that the field of play does not present any danger to the athletes;
- coordinating the proper match protocol procedure;
- reporting any problems related to athletes' uniforms to the relevant FIVB Official;
- officiating their match(es) correctly and apply the requirements of the Rules of the Game, including all on court Protocols (i.e.: Medical Injury, Ball Mark, Protest Protocol, etc);
- ensuring that the score sheets are delivered to the Referee Manager at the end of each match;
- testing on the occasion of the World Tour events throughout the season (i.e. Open events mainly) any amendments related to the rules of the game with the presence of the top ranked athletes and all parties involved;
- officially implementing changes with regards to the rules of the game if considered positive in all the World Tour events.
- For World Championships and Grand Slam events, only on the Centre Court, the Referee must implement the procedure for "1st Referee communication with the audience".
- Referees withdrawing must inform within 48 hrs the FIVB and Referee commissioner to decide upon validity of "force majeure". If this is not the case, if they have already signed the agreement or the local referees' list has been approved by the FIVB Referee Commissioner, their future FIVB tournament's participation will be restricted for a minimum of one year. Moreover, last minute withdrawals by neutral referees imply the reimbursement of the flight ticket (if already issued) and/or the reimbursement of any extra costs implied for the late issuing of a new ticket for the replacing referee.
- For every tournament at the SWATCH FIVB World Tour, only on the Center Court, the Referees must implement the Heat Stress Monitoring Protocol (Wet Bulb Globe Temperature measurements).

Scorers

A crowded outside court

A perfect location to stage a Beach Volleyball Event!

F. The Auxiliary Officials and Court Personnel

Organizers must recruit the following auxiliary officials, court personnel, and court maintenance staff in order to properly run the event:
- Scorers: the overall number of scorers must be equal to 3.0 of the total number of courts used during the busiest days of the event (on a rotation basis they will perform official scorer, assistant scorer, reserve);
- Line judges: the overall number of line judges must be equal to 3.0 of the total number of courts used during the busiest days of the event;
- Scoreboard keepers: 2 scoreboard keepers per court (outside courts and Center court if applied) plus 4 reserves in total;
- Ball retrievers: 6 ball retrievers per court plus 3 reserves in total;
- Sand levelers: 2 to 3 Sand levelers per court plus 2 reserves in total. The volunteers selected to act as sand levelers must be ready to meet the demands of their tasks;
- Athletes' attendants: 2 athletes' attendants per court plus 2 reserves in total;
- Organizers must either secure that, 14 years old is the age limit for recruited volunteers in general, or that the court rakers will have a dedicated role, that they must be minimum 3 per competition court, and that they must not be younger than 14 years old.

Reserve persons must be available especially when all courts are used (i.e. Qualification Tournament and first days of the Main Draw competition).
If two events (men and women) are organized on the same date and venue and 8 competition courts are used, the reserve personnel available should be doubled.
Organizers who have been marked the preceding year by the concerned Referee Delegate (WT/24 Section D: Evaluation of Personnel) below 4 on any of the following job role areas: scorers, linejudges, and court personal (2 items minimum in the overall court personnel job related areas), will be required to host a mandatory 1 full day pre-preparation clinic for Auxiliary Officials and key Court Staff the day before the standard event Referee Clinic at their own expenses.

Area reserved to coaches

3.3 Coaches

Coaching on the field of play is not allowed by the FIVB. However, coaches have a designated area (with a chair and an umbrella outside the field of play) on all courts of the venue in order to work and follow the game. Moreover, it is now mandatory to set up a coach-player's area (mixed zone) at the venue with basic comfort furniture, possibly shaded and with power plugs for computers, cameras, portable DVD players, etc. Such a secured area must accommodate at least 4 teams and their respective coaches at the same time in case of a single gender event (8 teams and their coaches in case of a double gender event).
Coaches will also have the possibility to have access to the medical area so that they can interact with the medical staff to help diagnose, manage and rehabilitate the athletes before, during and after the competition as long as it is agreed that catering services will not be included. In addition, coaches will have the right to receive an accreditation for certain areas at the venue (excluding catering and roofed VIP stand and other areas at discretion of the Promoters), upon sending a request through their respective National Federation, directly to the promoter concerned (3 days prior to the start of the event).
Coaches may have access to ground transportation and meals (the same as the player) paying a flat fee to the promoter.

3.4 Venue

A. The Choice of the Venue

Organizers must guarantee to set-up a venue according to the standard requirements enclosed in this section and as per the layout included in the Marketing section. Organizers must also provide full insurance in order to cover any risk of damages according to the terms herein below enlisted.
A venue may be set-up on the beach or inland as long as the FIVB requirements are fulfilled. All FIVB areas and working areas during FIVB Beach Volleyball events are non smoking and this initiative should be possibly extended to the entire venue.
The correct planning and set-up of the venue implies that Organizers take the important elements mentioned hereunder into consideration. An efficient collaboration of experts for the venue planning is absolutely necessary to ensure the respect of the followings:

- safety of athletes, spectators, media representatives, VIPs, etc.;
- strategic location in terms of concentration of peoples and amenities. In addition such an area should be famous and popular to attract as many spectators as possible;
- sufficient number of comfortable seats for general spectators and VIPs (i.e. minimum stadium capacity of 8,000 seats for World Championships, of 6,000 seats for Grand Slam, of 3,000 seats for Open events);
- area on the bleachers to give access to the athletes' guests and athletes taking part in the Qualification Tournament;
- sufficient area to set up the facilities, the required number of competition courts, warm-up courts as well as trade village, parking, etc.;
- good visibility from all VIP areas, general stands, etc. and sufficient distance from the bleachers to the court;
- correct orientation of the stadium to fulfill the TV requirements. Organizers and Host TV Broadcaster must decide on the stadium's position to ensure that the main court is properly placed with regards to the position of the sun in order to avoid TV productions problems (see sections related to "TV Broadcasting Guidelines" and "Competition Area") and reduce shadows as much as possible. The TV platforms should be foreseen in the planning phase in accordance with the TV camera position requirements;
- foreseen necessary space to set up artificial lighting system (if any) and the sound system;
- correct placement of the 2 SWATCH Electronic scoreboards;
- easy access from the main roads/parking areas, etc. to the venue and proper flow of spectators and personnel. General access and access gates must be foreseen in sufficient number according to the local safety and construction measures;
- distance from the event official hotel.

The Promoters may use the hotels/structures in proximity as events facilities whenever possible and exploit permanent facilities which may offer all amenities. The facilities should be conveniently accessed at all times. Specifically, if player lounges, press center, coaches mixed zone, etc. are foreseen at a permanent facility (i.e. host hotel), the facility shall maintains operating hours accommodating the tournament schedule and shall guarantee adequate communication and volunteer support to maintain updated information at all times.

Organizers willing to stage successful events need to consider these points as a must in their planning. The FIVB thus advises promoters to contact Nüssli in order to contract their services (against compensation fees) in order to finalize their venue plan on the basis of the detailed layout included in the Marketing chapter and the Venue sections. Nüssli services include various consulting, controlling and implementation phases as follows:

- venue plan analysis including feasibility, proposals on cost optimizations, sustainability, security, orientation of the venue, impact on the environment, etc.;
- proposals on lighting systems for night televised matches and on the Public Address systems;
- proposals of global look as well as grandstand structures including internal walkways;
- suggestions for side areas, VIP-areas (boxes, skyboxes, platforms etc.);
- provision of time schedule for different type of venues for transport, erection and dismantling;
- conduction of site inspection/performance measurement in the implementation phase;
- controlling mandate during erection and final acceptance of the construction work;
- other services to be agreed by the parties.

B. The Village

The Promoter is required to allocate space around the Venue in a dedicated area in order to organize side events (with the participation of celebrities, special guests, players, officials, media, sponsors, etc.) and to conduct PR activities to stimulate the public and media interest.
The Promoter must also guarantee the installation of a Village (booths) both for International and Local Sponsors and for the 2010 SWATCH FIVB Promoters (or Organizers of upcoming events) in order to help them best advertise their tournament, if required.

C. The Temporary Tribunes

The FIVB asks that the requirements of European Buildings Standards (or equivalent) are respected in order to guarantee the compliance with the following obligations:

- the tubular and/or temporary tribunes must be mounted by an authorized local construction company. These tubular and/or temporary tribunes must be constructed meticulously and an official security certificate must be delivered;
- the construction company must guarantee that solid and quality material only is being used for the structure and that resistance tests are carried-out;
- competent local authorities must recognize the legacy of the security certificate and carry-out the necessary inspection visits for all tubular structures and supporting foundations in order to assert that the facilities' conformity is in accordance with the building codes (a written approval must be provided to the FIVB);
- the foundations must be solidly fixed and be firmly supported on the body structure;
- an Insurance Policy against accidents of a minimum amount of USD 500,000 must be taken out, specifying the tribunes construction conditions issued to cover any risk of damages and accidents, (i.e stands collapsing, faulty or incorrectly installed/ torn down equipment/installations/facilities, damages arising out of the conditions of the event itself, etc.).

Organizers are requested to scrupulously follow these requirements and provide the FIVB Technical Supervisor with copies of the documents in order to prove the fulfillment of their obligations during the on-site inspection visit (if any) or before the start of the competition.
If organizers do not present the insurance and the certification of correct set up of the structure before the start of the competition, the FIVB Technical Supervisor has authority to suspend the event. In such case, Organizers must reimburse the air tickets to all the athletes.

Outstanding VIP catering area

A cafe on a dedicated floating platform

Post matches interviews area

Press area

D. The Facilities

Facilities can be set up either temporarily or using existing structure at walking distance (ideally facing the venue). In case facilities are set up in the existing structure it must be foreseen to make them available during operating hours in line with the tournament schedule, fulfilling the communication requirements established by the FIVB.

1. The VIP Tribune

A roofed VIP section for a minimum of 300 or 400 people for an Open Event (respectively for a single and a double gender event) and a minimum of 600 people for a Grand Slam event must be guaranteed. The FIVB recommends applying the minimum seating requirements for a single gender Open event as follows:

- Presidential Box (20-50) whenever required;
- VIPs (40);
- FIVB (30);
- journalists (50);
- radio & TV commentators (10);
- athletes (80);
- Medical personnel (10);
- guests and sponsors (50);
- referees (20);
- FIVB International Sponsors and Partners (35);
- Swiss Timing (2);
- Announcer, Producer, and DJ (3).
- The promoter has to secure, whenever existing a roofed VIP area, covered seats (rain/sun protected) for the players (min. 20) at the center court throughout the two final days of the competition.
- *The gate for VIPs and guests tribune must be clearly identified with English signage and must be possibly separated from the main public entrance.*
- *The area reserved for journalists and TV commentators must be positioned in line with the net to allow the best possible view of the competition.*
- *The athletes' reserved area must not be adjacent to the referees' area.*
- *A catering facility with fruits and drinks for VIPs, sponsors, and journalists should be provided on each day of the event.*
- *In case of double gender event, the number of seats allocated to the athletes should be doubled accordingly.*
- *If no special VIP programs are implemented, the promoters of Open events may then set-up a VIP stand with no roof.*

2. The Athlete's Lounge

minimum 50m² with air-conditioning and direct access to the court equipped with:

- 20 chairs;
- tables;
- 1 billboard (min. 2m x 1m) with competition results;
- Wireless LAN and/or Internet-Connection to be available for players at the venue;
- Water, snacks, fruit and ice available at all times;
- wireless connection for the player's computers and 2 mandatory computers for single gender and 4-6 for double gender events.

3. The Athlete's Locker Room

minimum 30m² with direct access to the court equipped with 10 chairs or benches and mandatory lockers.
This area must be located close to the athletes' lounge but must not be part of it. In case of a double gender event, two separate locker rooms must be provided (one for each gender).

4. The Referee's and Line Judges' Lounge

minimum 30m² with air-conditioning equipped with:

- 15/20 chairs;
- 1 table;
- 1 whiteboard;
- Water, snacks, fruit and ice available at all times.

Referees and Auxiliary Officials must have separate areas (meeting rooms, lounge with privacy) according to the capacity, security and comfort conditions.

5. The Locker Rooms for Referees and Line Judges

minimum 30m² possibly with direct access to the court equipped with:

- 10 chairs;
- 2 tables;
- min. 20 lockers (or security room).

In case no locker room is available, Organizers are then recommended, as an alternative, to either supply mandatory lockers or specifically dedicated security for the referees and auxiliary officials' personal belongings.

6. The Catering – Lunch Area

The food and refreshment pavilion must be protected from wind and sun. Ideally it should be fitted with a floor. The promoters must carefully check the food quality at the hotels and the venue. Basic level of nutrition with pasta, rice, chicken, vegetables etc. must be available with certain quality standards to ensure the players essential needs.

7. The Press Center

minimum of 40-150m² respectively for Open and Grand Slam/ World Championships with air-conditioning equipped with:

- 5/15 working tables with chairs in order to accommodate a minimum of 50 to 200 journalists (tables to be fitted with two power socket in front of each chair for journalists and photographers);
- 1 desk with Phone line and Internet connection for the FIVB Press Delegate;
- 1 Press center notice board (min. 2m x 1m) with competition results;
- 1 billboard (min. 2m x 1m) with competition results;
- 8 electric connections (no more necessary);
- 1 fax machine (backup must be available) with international line;
- 2 international telephone lines;
- 3 to 5 computers (Windows English version, Word, Excel, Adobe Acrobat Reader software, wireless high speed Internet access);
- 2 laser printers;
- Wireless high speed internet access for journalists and lan cables for photographers;
- Wireless high speed internet access for the Press Delegate;
- 2 photocopying machines (30 copies per min.);
- network card for internet access (for the Press Delegate);
- area to display the FIVB Press Kit as well as the FIVB Sponsors and partners information;
- 20 pigeon holes/document trays for duplicate results, information, and announcements; ⇨
- Neat and well presented bar and catering facility.
- To have a proper wi-fi connection in every press working room protected by password. This wi-fi connection must be available until Sunday at midnight. The bandwidth should be good enough to allow efficient uploading requests by all photographers.

For full details of essential equipment for the Press Center and Interview Room (to be strictly respected) see the Press and Media chapter.

8. The Mixed Zone

Located immediately adjacent to the main court, outside the competition area (out of reach from spectators, court personnel, and officials), it must be identified by an official mixed zone backdrop. It should be located close to the exit of the centre court. For Interviewing of athletes by accredited journalists, the area should free from public access so that the Interviews can be completed without interruption. This area must be used immediately after the end of a match, by Host Broadcaster or individual media representatives (i.e. radio station) willing to implement one on one interviews and catch the athlete impression after a certain match. This area must be regulated by the Press Director with the Supervision of the Press Delegate (if any).
A portable backdrop can be also available for the mixed zone and its layout is available in the 2010 Marketing kit (http://fivb.achtungs.ch/?sm=122).

9. The Interview Room

Minimum 40-60m² accordingly with air-conditioning and easy access for accredited journalists and athletes during the entire duration of the event. The interview room needs to be located next to the mixed zone and media center, and must be equipped as follows:

- tables and chairs for a 6-person head table/tribune;
- a minimum of 3 microphones on the tables;
- 1 portable microphone;
- a minimum of 25 chairs for media representatives;
- a backdrop featuring the SWATCH FIVB World Tour Title, the local Title of the event, the FIVB logo, the FIVB Sponsors and the local Sponsors as per marketing chapter;
- Towels and bottled water should be available for the players at the head table/tribune;
- Water should also be available for the press in the interview room.

10. The Working Rooms for Organizers and FIVB (6 total)

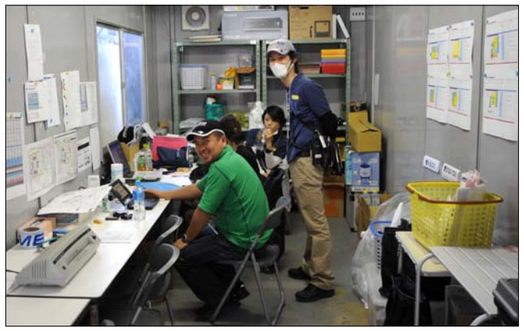
Minimum 16m² each with air-conditioning (or placed in the shade with umbrella) for security personnel (one room), court manager (one room), technical control (one room), organizing committee (one room), FIVB Officials (one room) The Technical Control, Organizing Committee and FIVB Officials' working rooms shall each be equipped with:

- 1 computer (Windows English version);
- 1 laser printer;
- 1 photocopying machine;
- 1 international telephone/fax connection (with e-mail account);
- Adobe Acrobat Reader software;

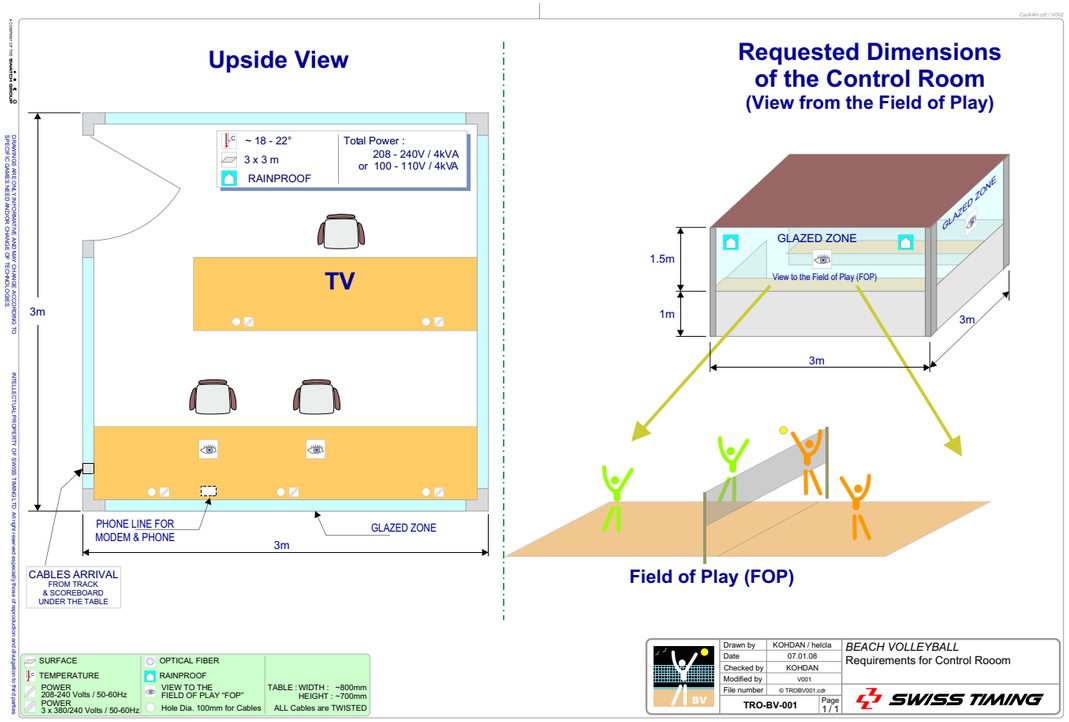
For the results system and files' transfer via Internet, organizers must install in the Technical Control working room:

- 1 computer (Pentium recommended), with an English keyboard and MS English Windows or later loaded with MS Word and MS Excel software;
- 1 Netscape or MS Explorer software (Internet browser);
- 1 Eudora (e-mail software);
- 1 FTP software (Cute FTP - Freeware or other);
- 1 laser printer;
- 1 modem (fast 28.8 bps recommended);
- 1 modem line;
- 1 fax connection and machine;
- 2 cellular telephones to be provided respectively to the Technical Supervisor and the Referee Delegate in order that may establish all tournament's relevant communications upon their arrival on site;
- 1 wireless access to Internet with an e-mail account.

The FIVB Medical Delegate must have a table in the FIVB official room to work appropriately.



Room for Administration staff



11. Swiss Timing Area and Role

Swiss Timing, a company of the SWATCH Group, is responsible for the shipping and running the SWATCH scoreboards on-site (though 2 technicians) and the following must be respected by all parties listed below concerning these scoreboards:

Swiss Timing is responsible for:
- Providing two technicians for each event.
- Providing two scoreboards per event.
- Paying the costs related to the travel, board and lodging (including breakfast) for the two technicians in a 3-star hotel, in two single rooms.

The FIVB is responsible for:
- Providing Swiss Timing with the names of any new athletes (if any during the season) in order to allow Swiss Timing to keep their database constantly updated.
- Providing with insurance and handling of all SWATCH materials to be used during the events, including set up, tear down, and packing of such branding material.

Promoters are responsible for providing Swiss Timing with:
- The basic feed cables of 3x 240V / 50-60Hz / ~3.8kVA / 3x LNPE for the two scoreboards. Electrical power supply must be grounded.
- Two separate locations for the two scoreboards (respecting all international security regulations) and the necessary fixing equipment such as a platform or other devices.
- Storage for the fixation of such a platform or other devices.
- Tables for two people (2m x 0.8m).
- A covered and secured storage room of approximately 6 sq. m. for all equipment.
- An adequate location sheltered from bad weather (with air-conditioning) and equipped with a table of approximately 2m x 0.8m to install the equipment i.e. computers, video graphics generators, etc., and as well as basic feed of 220V / 2kVA, with optimum visibility for both technicians to follow all matches in the best possible conditions and thus ensure the correct posting of the information on the two scoreboards.
- One wired internet DSL connection dedicated to Swiss Timing for live scoring.
- Assistance in the booking of the single rooms for the two technicians and one SWATCH representative in the "main draw" hotel.
- Assistance in the set up and tear down of the two electronic scoreboards. A minimum of three workers must therefore be provided, starting from two days before the beginning of each event to one day after the end of the competition, in order to ensure the appropriate on-site operations.

Swiss Timing personnel room shall be equipped with tables for computers (2m x 0.8m) and space to store and lock three boxes for all technical equipment overnight. In addition, the following equipment must be set up in this area too, in order to allow Swiss Timing to provide the official TV graphics of the FIVB properties to each Host Broadcaster as follows:

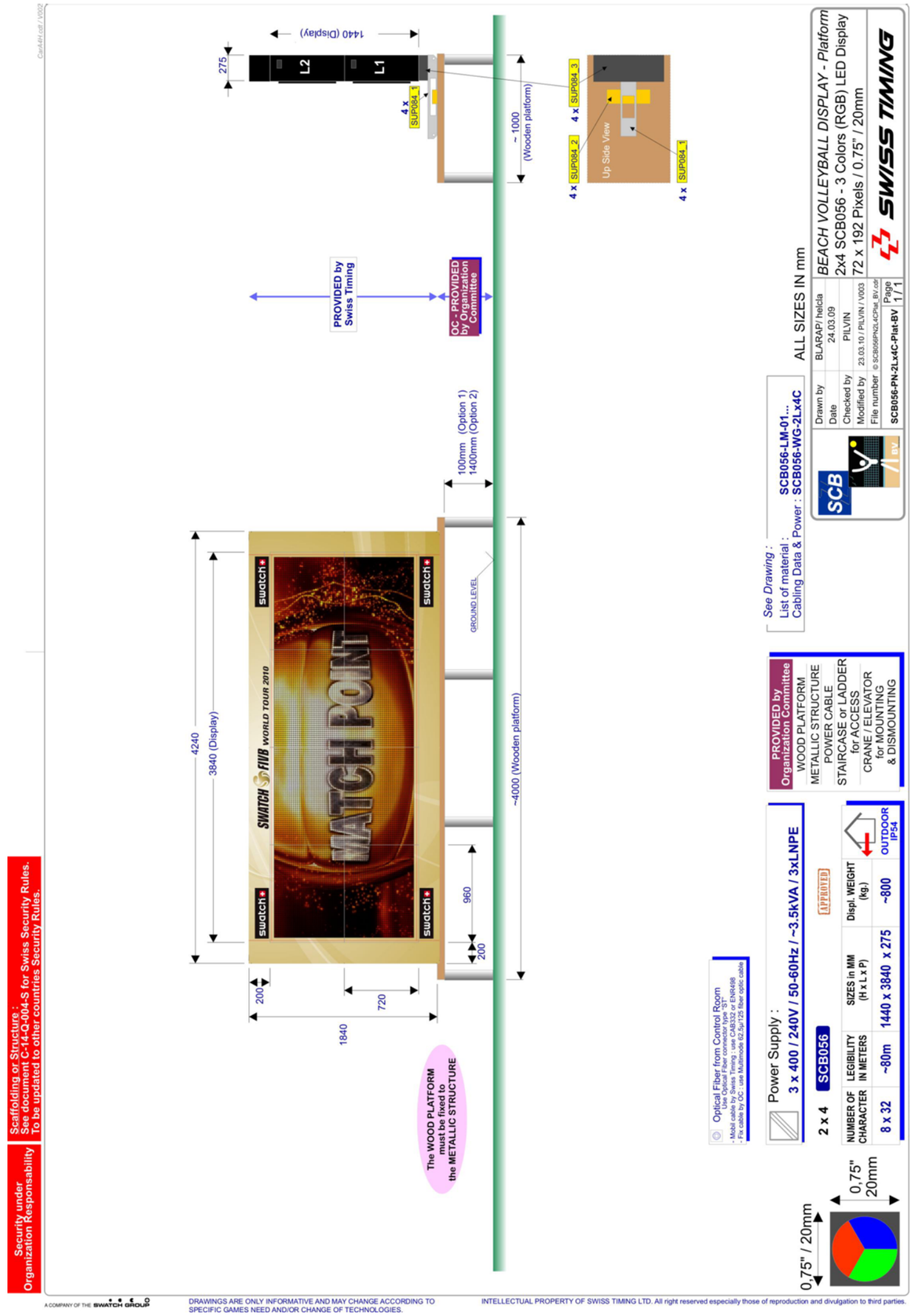
A. One coaxial cable for negative synchronization pulses ~0.3V and burst at 75 ohms (black burst)
B. One power line ~230V / 4A (optional)
C. One coaxial cable for output colour signal PAL / NTSC or SDI
D. One coaxial cable for final image
E. One colour monitor for program
F. One intercom connection with two sets
G. One coaxial cable for output key signals 625, 525 or SDI
H. One coaxial cable for animation preview colour signal PAL / NTSC or SDI

Swiss Timing personnel are also responsible to provide live scoring to the promoters as follow:
- Mandatory requirement for the World Championships on all courts.
- Mandatory requirement for all Grand Slam events on centre court and if feasible on the outside courts.
- Recommended requirements for Open events.

(For further details please refer to chapter 4).

Promoters are required to make available the above equipments 2 days prior the arrival on-site of the Swiss Timing personnel.

Swiss Timing technicians



Technical Term sheet for the Implementation of Internet Video *LIVE* Streaming

1. TECHNICAL REQUIREMENTS

1.1. Provision of a dedicated 2 Megabit/sec SDSL Internet line

unas media productions requires access to a dedicated 2 Megabit/sec SDSL internet connection for Internet Video *LIVE* Streaming & scoring purposes on-site.

The term SDSL indicates a Symmetrical (Digital Subscriber) Line, so that both the UPLOAD & the download bandwidth are at the same rate.

In this particular case the installed line has to provide 2 Megabit/sec download bandwidth AND 2 Megabit/sec UPLOAD bandwidth.

As a high amount of data is constantly uploaded while an Internet Video *LIVE* Stream is processed, a reliable high UPLOAD bandwidth is crucial.

The required 2 Megabit/sec SDSL internet connection has to be ordered by the local organizer in due time and a written booking confirmation shall be forwarded to *unas media productions* no later than 8 weeks prior to the event start.

- Provision of a dedicated 2 Megabit/sec SDSL internet connection
- Provision of a router with 4 Ethernet ports
- Installation of the line at the main streaming and production working position (see 1.2.)
- Booking confirmation to be forwarded to *unas media productions* no later than 8 weeks prior to the event start
- Installation on-site no later than 3 days prior to the start of the Country Quota Playoffs

In case the local ISP (Internet Service Provider) requests more specific information, please contact *unas media productions* immediately.

Important Note:
The provided 2 Megabit/sec SDSL internet line may not be shared with any other party (e.g. Press/Media, FIVB office, tournament office, Swiss Timing, etc.).

1.2. Provision of a Main Streaming & Production Working Position

As *unas media productions* will operate the Internet Video *LIVE* Streaming on-site, a working position in the tribune/stands on center court is required.

Requirements:
- Access to a dedicated 2 Megabit/sec SDSL Internet connection (as in 1.1.)
- Collection of the TV feed (as in 2.1.)
- Constant, reliable power supply (230 V)
- Working space for 2 shuttle PC, 2 Laptops & AV equipment
- Tables & chairs
- Weather protection (wind, rain, sun)
- unobstructed, clear view onto Center Court (all court lines have to be visible)

As *unas media productions* will operate a Live-Ticker/Live-Scoring system for internal purposes, a clear and unobstructed view onto the court, the scoreboard & the referee is absolutely crucial (see 1.3.).
Please note that all court lines have to be visible from the view of that working position, which is why the working position has to be either on court level or above court level.

Note:
The main streaming & production working position must be situated in the VIP stand next to SWISS TIMING, which will meet the requirements for 2010's season.

1.3. Provision of a Live-Scoring Working Position

For internal purposes *unas media productions* will operate a Live-Ticker/Live-Scoring system of each covered court.

Requirements:
- A working position for live scoring purposes in the stand of center court

  If the main streaming & production working position is situated in the center court stand (as in 1.2.), no additional working position for live-scoring (in the center court stadium) will be required.

  The local promoter will be requested to prepare a live-scoring working position on center court if the main streaming and working position is not situated in the center court stands.

- A working position in the stand/area of the "most popular" side court (outside center court)

In any case a working position in the stand of the "most popular" side court is required.

Please note that all court lines have to be visible from the working position and it has to allow the technician to easily follow the match.

Requirements:
- Access to a security-enabled WIFI network or a physical LAN connection at the live-scoring working position (in the area of the "most popular" side court)
- Working space for 1 Laptop
- 1 table
- 1 chair
- Appropriate weather protection, e.g. a tent (wind, rain, sun)
- Reliable power supply (230 V)
- unobstructed, clear view onto court, scoreboard & referee (all court lines have to be visible)

As an employee of *unas media productions* will operate the live-scoring system on a Laptop, the local promoter is requested to either provide access to a security-enabled WIFI network or a physical LAN connection in the area of the "most popular" side court.

The traffic generated by the live-scoring system is at a minimal bandwidth, which is why a dedicated internet line will not be required, but any available WIFI on-site has to be shared with *unas media productions*.

If the access to a WIFI or physical LAN connection in the area of center court and/or the "most popular" side court cannot be granted, the local promoter is requested to inform *unas media productions* immediately.

2. PRODUCTION SETUP

2.1. General Information

unas media productions will produce and stream ALL matches scheduled on Center Court & the "most popular" side court.

Production start: Country Quota Play Offs (if any)
Production end: Quarter final and/or Semi-finals and/or Finals depending of the start of the HTVB production has been scheduled

The local promoter will be informed in due time whether *unas media productions* will cover and produce 1,2 or 3 courts.
In case *unas media productions* only produces 1 court, the production will always be set for center court.

Please inform *unas media productions* if any internal video production (VidWall, etc) is planned by the local promoter, and forward the contact details of the people in charge.

2.2. Collection of the host broadcaster´s TV signal

All matches scheduled on center court, which are produced by the host broadcaster will be collected by *unas media productions* at the main streaming working position and processed as Internet Video *LIVE* Streams.

Therefore the host broadcaster is requested to install the cables at the main streaming working position (as in 1.2.) and provide a video & audio signal (see below).

The host broadcaster shall be informed that the audio & video cabling from the OB Van (or the closest audio/video interface) to the main streaming & production working position has to be secured.

The local promoter is requested to inform the host broadcaster upfront about the signal collection and the cabling from the OB Van/ broadcasting unit to the main streaming and production working position.

2.2.1. *unas media productions* only processes the following audio/video signals:

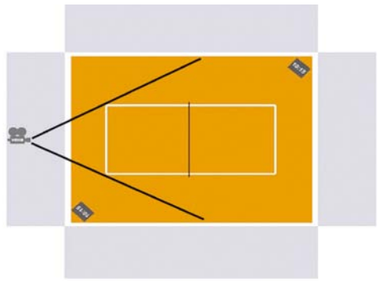
Video format:
- Analogue Composite, PAL or NTSC
- Video cable (Belden RG59) with BNC or RCA jack

Audio format:
- International sound
- Plus English commentary (if available)
- Analogue, mono or stereo
- Microphone cable (Belden 46349) with XLR or RCA jack

2.3. Production & Broadcasting Setup

If a TV production or a full-coverage (of all matches on center court) by the host broadcaster is not available at an event, the following setup on center court and the "most popular" side court has to be secured.

2.3.1. The Standard Setup – Center Court stadium



As indicated in the graphic above, the required camera position on center court is situated in the tribune/stand behind the shorter side of the court.
The local promoter is requested to provide the best possible camera position as determined above.

If a designated TV platform will be available from the start of the tournament week, *unas media productions* will set up the camera there.

If such a platform is not available from the beginning of the tournament week, the local promoter is requested to provide an appropriate camera position, separated from the audience, in the stand behind the shorter side of the court, as indicated in the photo below.

An appropriate solution for a camera setup in the center court stand.

Camera position – "Perfect Shot":

As in any (static) streaming production, this is the ideal camera position, especially as it provides the best possible view for the *LIVE* Stream customer.

The main camera is set up on a tripod and in static use only, which is why a camera man will not be on spot during the matches. The camera should be facing the Swatch banner (position 16).

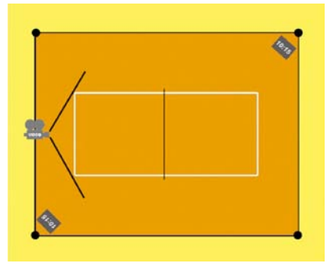
Requirements:
- Elevated camera platform in the tribune/stand behind the shorter side of the court
- A direct, unobstructed view onto the court (all court lines have to be visible)
- Reliable power supply (230 V)

2.3.2. Advanced Setup – Coverage of the "most popular" side court:

As *unas media productions* plans to cover more than just center court, the tournament office is requested to clearly define the "most popular" side court (outside center court) prior to the tournament start and to prepare all communicated requirements in due time.

unas media productions plans to cover the "most popular" side court, where most matches (outside of center court) will be scheduled.

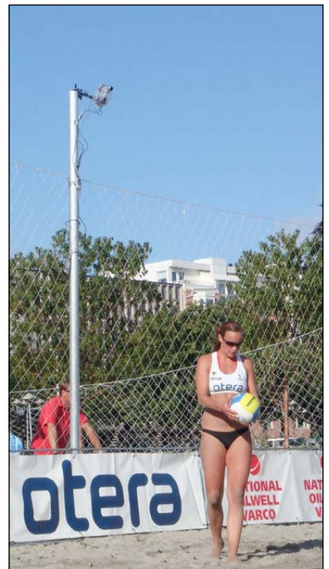
If the "most popular" side court is not surrounded by tribunes, but for instances only by security nets, the following setup is likeable ⇨



The local promoter is requested to set up an extra pole in a central position behind the shorter side of the court. On top of that pole a static camera will be placed by *unas media productions*.

As indicated in the picture below, the pole has to be set up at a minimum distance of 5-6 metres to the court/to the baseline and has to be at a minimal height of 4 metres – the minimum height has to exceed the height of the security net, in order to guarantee a clear, unobstructed view from that position onto the court (with all court lines visible).

Requirements:
- An extra pole, set up centrically behind the shorter side of the court
- Minimum distance (to the baseline): 5-6 metres
- Minimum height: 4 metres
- Reliable power supply (230 V)
- Clear, unobstructed view onto the court (all lines visible)



3. ORGANISATIONAL REQUIREMENTS

3.1. Main contact of *unas media productions*

Name: Josef Winkler
Department: Production Management

e-mail: josef.winkler@unas.tv
office: +4312563141134
mobile: +43664603141555

Josef Winkler will be the main contact in any related issue, organisational as well as technical.

3.2. Tentative tournament schedule & Entry-list

As *unas media productions* always seeks to gain as much information as possible prior to the tournament, the local promoter is requested to forward any relevant information to josef.winkler@unas.tv & video@unas.tv as soon as it is available.
– Tentative tournament schedule (starting times, number of matches per day & per court)
– Entry-lists
– Tournament Bulletin

3.3. Schedule communication on-site

During the tournament week, the local promoter is requested to put the production team on the internal mailing list in regard of schedule announcements, updates, changes & player information.

The local promoter provides all relevant information (schedule, team information, injuries, etc.) per e-mail and hardcopy print.

The whole schedule communication has to be well-organised and accurate at any time of the tournament as the whole streaming project depends on the accuracy of the schedule communication.

Therefore the local promoter is requested to provide the following:
– Provision of a hard copy print at the Main Streaming & Production working position
– Sending of the schedule (fixtures, starting times, court id) per mail in a *.pdf format
– Access to an online version of the schedule (starting times, fixtures & court allocation) and the results

3.4. Accreditation

The local organiser is requested to prepare accreditations for the on-site production team of *unas media productions* and a total of 4 persons.

As *unas media productions* in this case is not only the production company, but also a representative of the right holder, access to all areas shall be granted.

3.5. Accommodation & Transfer

The local promoter is requested to communicate special room rates at the official tournament hotel/s prior to the tournament start and as soon as relevant information is available.

The local promoter is requested to offer shuttle transfer from the airport to the hotel, from the hotel to the venue and vice versa.

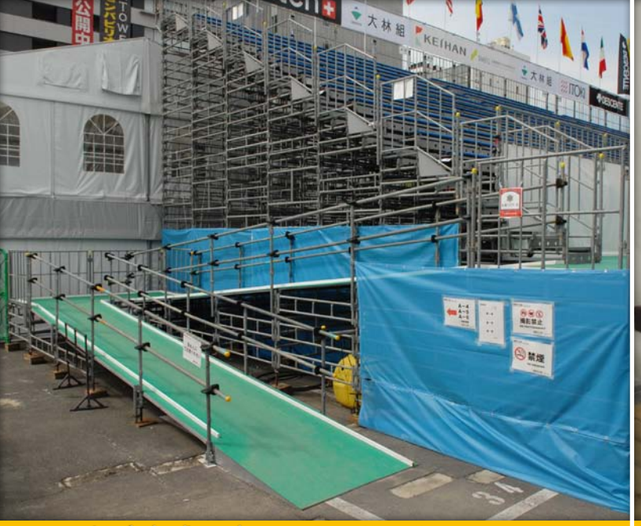
3.6. Visa Application

Since *unas media productions'* employees may require an official invitation letter for the visa application (only for countries outside of Europe), the best possible support by the local promoter shall be given.

unas media productions will forward all relevant personal details (name, position, company, passport copy, et cetera) to the local promoter in due time prior to the event if a visa is required.

Note: The FIVB, upon receiving the invoices from the Internet line providers, for providing the dedicated internet line and tent (of minimum 3.0 m X 3.0 m) to accommodate the staff of unas media productions on the secondary courts, will reimburse the promoters up to 4500 euros per event.
It is understood that each promoter before sending the invoice, must send to the FIVB the quota for the above services.

Team Spirit
a Key Factor !



Area for handicapped persons at a center court

Massage room

13. The Coaches Areas and Mixed Zone for Players and Coaches

The Promoters must set up a designated area for coaches in the venue in the general grand stands and around the playing area for the outside courts while watching their teams as well as a separate area either under a tent, or in a room, or in a shaded area, or anywhere else (i.e. at the hotel if in proximity) with power plugs, in order for coaches to meet with their players. Such an area must be secured in order to allow only accredited players and coaches to access it. The area must accommodate up to 4 teams and their respective coach for single gender events and up to 8 teams and their respective coach for double gender events, as well as include sufficient chairs and tables.

The FIVB and the Promoter shall follow more closely the requirements for the Coaches' Mixed zone – as well as coaches' access to physiotherapy treatment rooms for consultation with players. Coaches' areas should be clearly marked and designated, especially at Open events.
Promoters shall feature the Mixed zone area in the venue layout for FIVB approval.

14. The Medical Services Area

Minimum of 30 m^2 equipped with:

– bed(s) (at least one);
– basic medical equipment;
– basic medications;
– defibrillator and oxygen;
– equipment to assess and treat dehydration and hyperthermia (including intravenous treatment);
– stretcher(s);
– ice machine;
– telephone.

Moreover on site the following is required:
– An ambulance with defibrillator must always be available.
– Paramedical personnel must always be present at the venue during the entire competition.
– The ambulance shall be parked as close as possible to the venue, on the same side as the medical area.

15. The Massage and Physiotherapy Room

Minimum 30 m^2 equipped with:

– 2 massage tables for single gender events and 4 massage tables for double gender events;
– physiotherapy equipment.

The medical services area and massage/physiotherapy rooms must be protected and separated from the open air and a heater must be installed in the rooms, if necessary.
It is recommended that a separate facility is established for team physical therapists and physicians, with a minimum of two treatment tables. Also, it is recommended that a procedure is established to verify that physical therapists have proper credentials for accreditation to events. This accreditation is also necessary to provide court-side and on-court access in case of a medical time-out during games. Physical therapists and physicians will have the right to receive an accreditation for certain areas at the venue upon sending a request through their respective National Federation, directly to the promoter concerned (3 days prior to the start of the event).

16. The Doping Test Section:

Minimum of 25 m^2, divided into 3 sections (10 m^2 waiting room, 10 m^2 sampling room, and toilet) equipped with refrigerator and refreshments, TV set, and telephone. The waiting room should be well supplied with refrigerated bottled soft drinks and water. The refrigerator should be lockable.

The Doping Control Test section must always be prepared as described, regardless whether doping control have been scheduled or not, to provide for unannounced anti-doping controls performed by the FIVB or other anti-doping authorities as provided for in the World Anti-Doping Code.

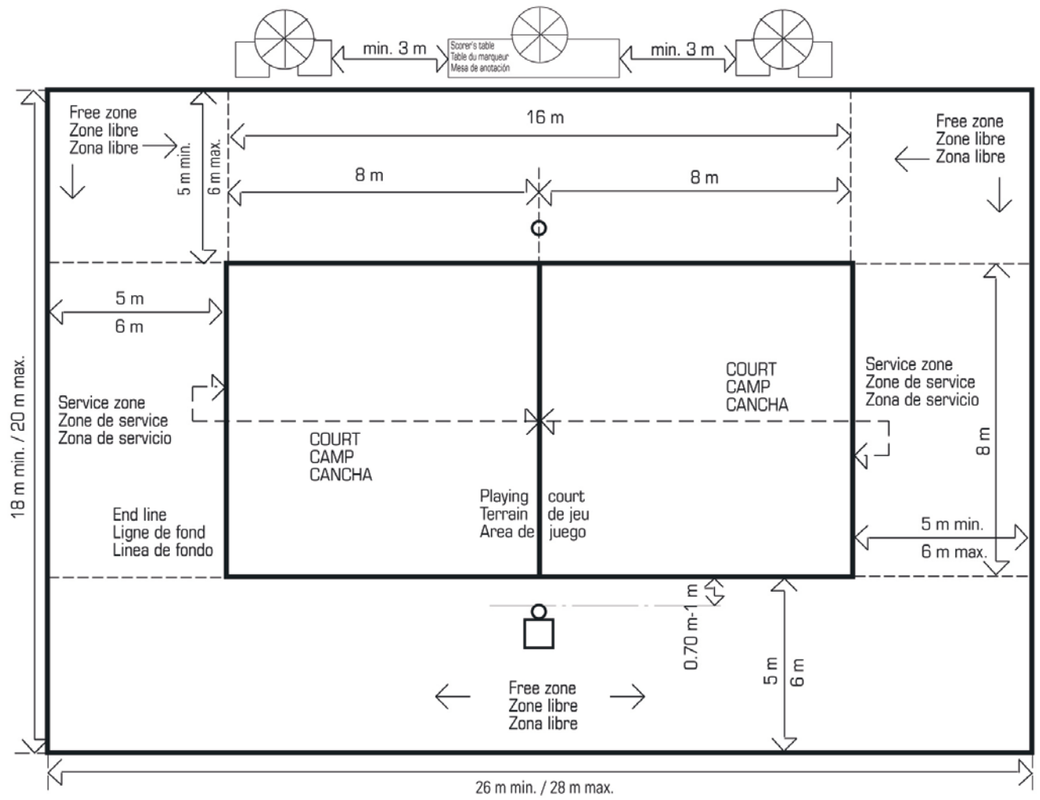
17. The Storage Room

Minimum 25m^2 secured and locked, with direct and easy access to the court for all equipment (such as balls, posts, net, lines, scoreboards, speed ball device, panels, billboards, water pipes, wind sleeves, towels, rakes, boxes, etc.).

18. The Other Facilities

– 4 Showers for players;
– 1 Logistic warehouse;
– 1 Accreditation Area;
– Platform(s) for TV Cameras (as per the TV Broadcasting Guidelines chapter);
– English Guide Commentary positions (equipped and located as per TV Broadcasting Guidelines chapter);
– Mixed zone area for TV interviews immediately after the matches;
– 1 Covered Area for disabled and handicapped people. This area (for approximately 10 people in wheel chairs and 10 assistants) must be provided at court level or in the VIP section. A surface to allow the passage of people in wheel chairs must be foreseen from the parking area to the stadium;
– Sound system and area for players/mixer equipments including mandatory for World Championships and Grand Slams (recommended for Open events) a lapel wireless switch on/off microphone for the 1st Referee at the Center Court duly integrated with the announcer/DJ mixing table;
– Temporary toilets possibly located near the bleachers (10 for the public, 2 for the athletes, 4 for the VIPs). Toilets for athletes must be easily accessible from the athletes' lounge, the locker room and the playing courts and there has to be a "toilet wagon" (running water) for each gender in or next to the player's area and/or at the side court venue. Plastic Cabinets without running water are strongly discouraged;

An ideal set-up for the outside courts



The playing area

– Disposal bins for papers, food, empty bottles, etc. (as many as necessary to keep the area neat and clean during the entire duration of the event);
– Entrance.

E. The Competition Area

Organizers are responsible for ensuring the proper preparation of the competition area with high quality visual standards and high technical/safety levels in accordance with the Official Beach Volleyball Rules. The court layout must respect the FIVB regulations with regard to the distance between the bleachers and the panels, etc.
A playing area of min 26 m. - max 28 m. X min 18 m, – max. 20 m. must be set up with the following measurements:

– Court: 8 m X 16 m;
– Free zone: 5 m minimum - 6 m maximum on each side;
– Free passage way: 3 m.

1. The Orientation

Many factors must be evaluated concerning the choice of the orientation of the long axis of any Beach Volleyball court. The angle and the direction of the sun at different hours during the day and the season are major elements to be carefully taken into consideration in the planning. Organizers must study in details the orientation of the courts in order to minimize the adverse effects of the sun during broadcasting time, such as the sun facing both the main TV cameras with the aim to reduce shadow on televised matches.
The VIP tribune must be possibly installed close to the main road to help the athletes, journalists, and VIPs to easily access the stadium. The stadium's net line should be oriented towards the sun especially during the main matches. Outside courts must be orientated in a similar way as the central court. In areas affected by strong wind, the stadium structure must be oriented in order to protect the main court and the outside courts.

2. The Dimension

The playing court of FIVB International competitions is a rectangle measuring 8 m. X 16 m. surrounded by a free zone of a minimum of 5 m./maximum 6 m. from the end lines and the side lines, and with a space free from any obstruction up to a minimum height of 12.5 m from the playing surface.

The Sand can make the Difference

3. The Sand Requirements

Name	Particle Diameter	Spec. (% ret. on sieves)
Fine gravel	2.0 mm	0%
Very Course sand	1.0 mm - 2.0 mm	0%-6%
Coarse sand	0.5 mm - 1.0 mm	min of 80%
Medium sand	0.25 mm - 0.5 mm	max of 92%
Fine sand	0.15 mm - 0.25 mm	7%- 18%
Very fine sand	0.05 mm - 0.15 mm	not greater than 2.0%
Silt and Clay	below 0.05 mm	not greater than 0.15%

These requirements related to the particle sizes allow for excellent drainage and must absolutely be considered in order to successfully face all different weather conditions. The sand must also be free of any organic material.

Particle Shape:
The recommended sand requirements for Beach Volleyball court installations must have the following:

– physical properties;
– be naturally weathered;
– be sub angular/rounded;
– not be acquired from a crushed rock source.

The selection of the particle size gradation must conform as closely as possible to the above table.

The FIVB requires the promoters to secure the homologation of the sand from Hutchenson Sand and Mixes, unless the same sand, if satisfactory, has been used in the preceding year. All promoters hosting an event for the first time, as well as for events where the quality of the sand has been considered of poor quality, must secure the approval of Hutchenson Sand and Mixes by July 31st of the preceding year. Each sample, up to 1 kg from different layers of 40 cm, must be sent to our consultant properly labeled.

4. The Playing Surface

The terrain and playing surface must be composed of leveled sand (as flat and uniform as possible) free of rocks, shells or dangerous particles that may cause cuts or injuries to the athletes. A tarpaulin is recommended in order to cover the central court in case of rainy weather conditions. The sand must be sifted prior to the event, whenever a natural beach is used (if needed).

1. The sand conditions have to be the same on center court, the side courts and warm-up courts. In case of any doubts, the Technical Supervisor must send a sample to Hutchenson Sand and Mixes. The FIVB has to insist and check this together with the promoter as soon as possible.
2. Promoters shall maintain the court in safe playing conditions and proper drainage should be utilized throughout the entire duration of the event.

Organizers must always have machines available to turn the sand in order to solve any contingencies.
The FIVB Officials will also monitor the accurate quality, depth and leveling of the sand on all courts during the inspection visit on site prior to the event (i.e. before the court and the tribunes are completely set-up) for final approval as well as during the event (at different time of the day especially in case of rain).

– The FIVB will assign Mr. Knapton to all the events where the sand results in 2009 were poor. These inspections (a minimum stay of 2 days plus fee) will be at the promoter's expense.

The Technical Supervisor may take the decision to cancel an event if the quality of the sand is not at all acceptable or may lead to players' injury or if the deadline to change it, as per FIVB regulations, was not respected. A sanction to up to USD 100,000 may also be imposed by the FIVB to the Promoter.

5. The Service Zone

The service zone is composed of the area behind the end line and between the extensions of the two side-lines. In depth, the service zone extends to the end of the free zone.

www.hutchesonsand.com

25TH ANNIVERSARY EST. 1985

OUR SAND MAKES THE DIFFERENCE.

HUTCHESON SAND MIXES

CONNOISSEURS OF SAND.

Since the debut of Beach Volleyball as an Olympic Sport in 1996, Hutcheson Sand & Mixes has been involved in providing world class quality sand and court construction across the globe. Hutcheson is the trusted name for both players and promoters and recognized as the "Official F.I.V.B. Sand Consulting Firm," since 1999.

FIVB

Tel: 705-789-4457 • Fax: 705-789-1049 • Email: toddk@hutchesonsand.com

Rota tilling machines are a key element in the courts' preparation

Measuring of the balls with the ball inspection kit

Fair play!

6. The Time-Out Area
The time out area shall be located at least 3 m. away from the scorer's table and set-up according to the diagram included in the Marketing chapter.

7. The Mixed Zone
The Mixed Zone shall be located at the players' entrance on the Center Court and be used for interviews to the players live on the Host Broadcaster and/or be accredited journalists willing to get flash quotes.

F. The Courts

1. The Number of Courts
Organizers must set-up four (4) courts plus one (1) warm-up court for single gender events, fully equipped as per FIVB requirements and standards. A total of ten (10) courts (8 competition and 2 warm-up courts) are required if men and women events are organized on the same dates and at the same venue. If a double event (both Men and Women) is staggered by one day (e.g.: Women's Main Draw starts on Wednesday and Men's Main Draw starts on Thursday) then 6 competition and 2 warm-up courts are required. The Promoter has to secure a minimum of 1 official warm up court for each gender at the venue (total 2) – minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle-service (provided by the promoter) at the latest two days prior to the event.
A net of a minimum height of 3 m must separate all adjacent courts. Additional courts may be required by the FIVB depending on daylight hours and weather conditions.
Only the FIVB Beach Volleyball Department or the FIVB Technical Supervisor may authorize the set up of fewer courts, should a small number of teams enroll in the event.

- 2 days before the start of the Qualification Tournament: 2 warm up courts from 9.00 am till 6.00 pm must be set-up and available every day of the competition;
- 1 day before the start of the Qualification Tournament: All courts required for the next day of competition, plus one warm-up court per gender involved, must be set-up from 9.00 am till 6.00 pm;
- 1 day before the start of the Main Draw: 2 courts from 9.00 am till 6.00 pm for the Main Draw teams must be available (unless the court is required for the Qualification Tournament);

In case of distant side courts, the improved on site communication requirements stated in the Handbook, such as available fax machines, etc. need to be upheld by the Organizers.

2. The Training Courts
Before the start of the competition, it is mandatory that the courts are available for the training sessions of the participating teams (minimum availability for a single gender event). If men and women events are organized on the same date and venue, twice as many training courts must be ready as per the aforementioned calendar.
Two training courts (starting from at least two days before the start of the event), must be available at each event. Organizers must also keep all courts available during the competition to allow athletes to practice or organize camps, and/or other activities if previously requested.
If no training court is offered close to the hotel and venue, courts must then be made available in proximity and a shuttle should be provided.
One volunteer per court, working under the supervision of the Court Manager, must be available to coordinate the training program through the WT/18 form and to provide athletes with water, etc. The Court Manager shall work under the direction of the Competition Director and the FIVB Technical Supervisor.
Each of the participating teams is entitled to at least 1 hour training per day upon signing up the training session form (teams may be required to train together in case many Qualification Teams are present).
Mikasa balls shall be provided to the athletes at their request for the training sessions. Organizers may ask for a deposit from athletes in exchange for the balls (players are also responsible for the loss of balls during training sessions).

3. The Main Draw
For a single gender Main Draw competition (32 participating teams), the following courts must be available.

1st day 4 courts, plus 1 warm-up court
2nd day 4 courts, plus 1 warm-up court
3rd day Center court, plus 1 warm-up court

For a detailed plan of the use of the competition courts, refer to the Competition Regulations chapter.

4. The Warm–Up Courts
The Competition Director must ensure a proper communication between the playing courts and the warm-up court(s) in order to constantly inform the athletes warming-up on the score on each court and notify them on the start of their next match. Organizers must appoint one person responsible of the warm-up court area, in regular and direct contact (by walkie-talkie) with the Court Manager or with the scorers.
The Promoter has to secure a minimum of 1 official warm up court for each gender at the venue (total 2) - minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle-service (provided by the Promoter) at the latest two days prior to the event.

G. The Sport Equipments

Organizers must choose quality equipment and respect the FIVB standard requirements.

1. The Balls
Four balls must be used on each court (3 playing balls plus 1 reserve). The official ball is the "Mikasa" VLS 300 (leather-like material 67 ± 1 cm). Mikasa will provide at least one month before the event a total of fifty (50) balls for each single gender's Open and eighty (80) balls for Grand Slam events as well as for double gender Open events and sixty (60 Junior&Youth World Championships if men and women's events are organized on the same date and venue. It is strictly forbidden to add, stick, and/or write any special mark, logo, and/or inscription of any kind on the official Mikasa balls.
Mikasa provides every promoter with a "Ball Inspection Kit" and a "Beach Volleyball Inspection Manual", and the FIVB Referee Delegate is required to control if each ball fulfill the FIVB requirement.

2. Handling of the Mikasa VLS 300 balls
The Technical Supervisor's in charge at the venues must make sure the balls are properly inflated and that they have not been tampered with. This process has to be started before their arrival on site while the concerned Technical Supervisor making sure that the Organizers are well aware of the new procedures in place and this includes the fact that the balls must not be handled in any possible way before his/her arrival on site, and that the "ball checker" will be available upon his/her arrival (the designation of a person in charge at the competition site as the checker is mandatory).

At the venue he/she is responsible for checking the competition balls as follows:

A. BEFORE THE COMPETITION

1) To meet and debrief the "ball checker" on his/her role throughout the tournament.
2) To verify that the chain of custody of the Beach Volleyball balls delivered from MIKASA is correct. This includes the confirmation of availability of the "Ball Inspection Kit" as per 3.1 of the "Beach Volleyball Inspection Manual", plus the relevant forms ("check list" and "evaluation sheet").
3) To ensure that the balls are correctly inflated (aiming to 0.25Kgf/cm2 inner pressure – see 3.2 at the "Beach Volleyball Inspection Manual") two days ahead of the arrival of the Referee Delegate. He/she should also ensure that the balls are properly stored during the event.
4) The Referee Delegate and the Organiser, including the ball-checker, to inspect all balls the day before the competition as follows (Beach Volleyball standards):
   a) Check that the inner pressure of each ball is as prescribed (aiming to 0.2Kgf/cm2 inner pressure - see 3.2. at the "Beach Volleyball Inspection Manual");
   b) Check that the weight and circumference are as follows:
      a. Weight: 260~280g (see 3.3 at "Beach Volleyball Inspection Manual")
      b. Circumference: 66~68cm (see 3.4 at the "Beach Volleyball Inspection Manual")
   c) While checking the balls these must be numbered with very small digits (we recommend that this will simultaneously serve as the code for identifying the balls at the respective courts) and the results of the respective inspection filled in on the form called "Beach Volleyball Check List (for the 1st inspection)";
   d) The same numbering/court code (see above) will serve as the homologation "signature" confirming that these are the only approved balls to be used for the competition.

B. EVERY COMPETITION DAY

1) The Referee Delegate and the checker inspect the inner ball pressure of the competition balls, also the weight and circumference if deemed necessary, including balls for the warm up courts, seventy five (75) minutes before the start of the day/session.
2) At the start of the match protocol, the Referees for each match check the inner ball pressure of all 4 competition balls and adjust it in case necessary.
   Note: the checker must be available for responding to any calls on the courts whenever a ball is rejected by the referees or the players. This ball should be immediately checked for pressure, weight and circumference.
3) The Technical Supervisor/Referee Delegate, with the assistance of the checker, must pay special attention to the balls when used under rainy weather conditions by replacing the competitions balls as much as possible after each set/match (if feasible) in order to avoid excessive water absorption. The balls must also be kept dry by wiping them with a dry cloth.
4) The Referee Delegate and the checker inspect the inner ball pressure, weight and circumference of the competition balls again at the end of each competition day (session). Any ball over-weight or with a shape-deformation discovered should be identified and replaced with a new match ball. The inspection process must be conducted as per A. 4) and 5) above and relevant data must be collected for the "EVALUATION SHEET FOR BEACH VOLLEYBALL (VLS300)".
5) Following the daily final inspection of the balls these must be stored in a dry place where there is no or very low humidity. All used balls must be wiped with a dry cloth before being stored.

C. FINAL DAY OF THE COMPETITION

The Referee Delegate, in coordination with the Technical Supervisor, completes the form "EVALUATION SHEET FOR BEACH VOLLEYBALL (VLS300)" and submits it to the FIVB Technical Department and the Beach Volleyball Events Departments as part of their Technical Reporting.

3. The Posts
The posts supporting the net must be rounded and smooth, with a height of 2.55 m and must preferably be adjustable. The posts must be fixed to the ground at a distance of 0.7 m-1 m from each side-line. It is forbidden to fix the posts to the ground by means of wires. Any dangerous or obstructing devices must be eliminated and the posts must be padded. If men and women's events are organized on the same date and venue, the posts must be easily adjustable to allow a swift change of the net height between the women and men's matches.

4. The Nets

The net is usually 8.5 m long and 1 m (+/- 3 cm) wide - hung taut - placed vertically over the axis of the center of the court. For FIVB Competitions, an 8.0 m net with smaller meshes and branding displayed between the end sides of the net pole may be used. Publicity may be printed on the above items as per FIVB Regulations. Two 5 cm-8 cm wide horizontal bands made of two-fold canvas are set at the top and the bottom of the net mesh, preferably in white, sewn along the full length of the mesh. A cord passes through the hole situated at each extreme end of the upper band in order to fasten the upper band to the posts and keep the top of the net continually stretched.
The FIVB reserves the right to modify the mesh of the net to better enhance the presence of the title sponsor.
While a flexible cable is located within the upper band, a cord can be found within the bottom band to fasten the net to the posts and keep its top and bottom taut.
The height of the net must be of 2.43 m for the men and of 2.24 m for the women, measured from the center of the playing court with a measuring rod. Both ends of the net (over the sidelines) must be at the same height (measured from the playing surface) and may not exceed the official height by more than 2 cm.
Two color bands of 5 cm-8 cm wide and 1 m long are fastened vertically to the net and placed above each side line. They are considered as part of the net.
Two antennae are fastened at the outer edge of each side band and placed on the opposite sides of the net. Antennae are considered as part of the net and delimit laterally the crossing space. The antenna is a flexible rod of 1.8 m long and of 10 mm diameter and is made of fiberglass or similar material.
The top 80 cm of each antenna extends above the net and is marked with 10 cm stripes of contrasting colors, preferably red and white.
The FIVB and its sponsor will provide the nets needed for each World Tour event organized for the first year for all official courts and for the promoter concerned.
For promoters who already organized an event in the previous season, a new net will be provided by SWATCH for the Center Court only.
4 double face netscapers featuring the FIVB Sponsors will be displayed (2 on each side) on each net.

A manual scoreboard

5. The Lines

Two sidelines and two end lines mark the playing court. Both side and end lines of excellent quality are placed inside the limits of the playing court. There is no center line. All lines are 5 cm-8 cm wide. The lines must be of a single color that sharply contrasts with the color of the sand. No advertising or logo is allowed on the lines.
Court lines should be ribbons made of a resistant, non- abrasive material, and they must be tied at the four corners with buried round wood. While metal anchors are forbidden to fix the lines, any exposed anchor must be made of a soft and flexible material. The line judges should shake the lines in order to clean-off the sand at each court switch, timeout, technical timeout, and whenever required. It is fundamental to have adjustable quality lines as well as flat rakes which will prevent problems during the games.

6. The Scoreboards

It is compulsory to have at least 1 scoreboard on each outside court. On the center court, the FIVB will provide through SWATCH 2 electronic scoreboards in order to display information as per the Marketing chapter.
The two SWATCH scoreboards must be placed in the most suitable positions for the attendance, with the FIVB approval. Whenever possible, the two center court public scoreboards must be placed on a diagonal and on a modern platform and situated at opposite corners. One manual scoreboard must be placed on the scorer's table.

7. The Live Scoring on the FIVB Website

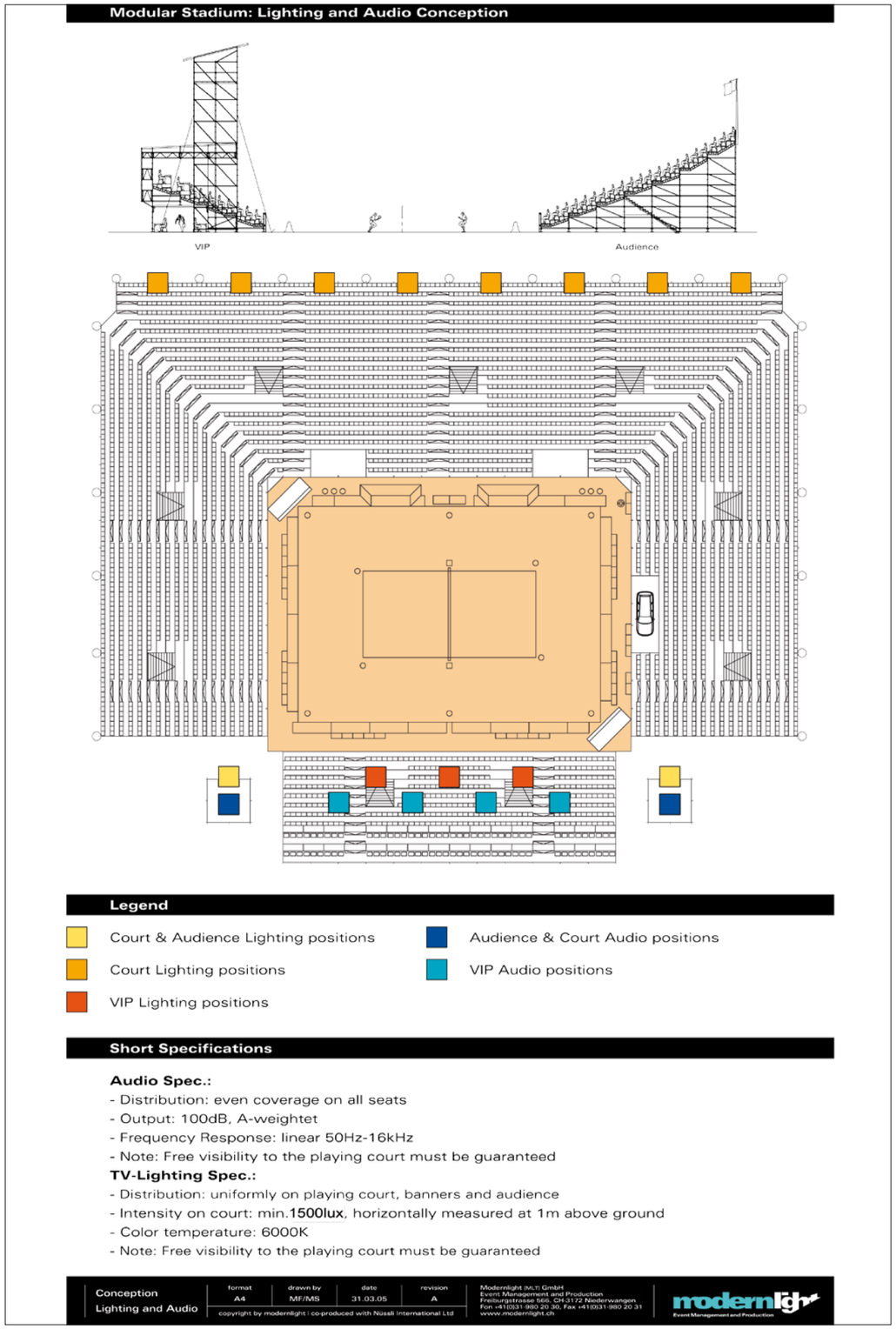
For the World Championships all Grand Slam and Open events, in order to implement the live scoring onto the FIVB website (mentioned above), the Organizers must provide either a router with a RJ45 plug connected to the internet with a DSL line. This equipment has to be installed at the Swiss Timing table 2 days before the first competition day.

⇦8. The Speed Ball Device

On the Center Court, a SWATCH speed ball device must be placed at the end side in order to capture the speed of the ball during the different parts of a match (e.g. service and attacks).

⇩9. The Wet Bulb Globe Thermometer Device

On the Center Court, a device to measure the wet bulb globe temperature (WBGT) (a combined measure taking into account air temperature, direct sunshine, radiant heat, wind, and humidity) shall be available. The Wet Bulb Globe Temperature must be measured during all World Tour events. Measurements are made by the referees 5 min before the start of each match on center court from the first match of the day until the last match according to the FIVB Heat Stress Monitoring Protocol.



MODULAR STADIUM

2008 Olympic Games night matches with a powerful lighting system

10. The Panels

Even though all venues differ in size, both the space available around the court as well as the side and backdrop panels displayed must be of standard dimensions.
Organizers must strictly comply with the advertising panels' layout included in the Marketing chapter and respect panels' size and number around the court(s). Panels must be made of a rigid material, easy to clean, and must not represent any danger to the athletes. The 2nd row of panel must be clearly positioned and the 1st row should not obstruct the visibility of 2nd row. The third row panel should also be set-up at least 1.5m from the last row of the bleachers.
If Promoters decide to use, upon FIVB's approval, rotating panels in the first rows these panels must be used as indicated in the Marketing chapter.

11. The Flags

The flags featuring the sponsors should be set up vertically and should be placed at least 1.5 m above the last row of the bleachers. The flags of each participating countries must be displayed as indicated in the Marketing chapter.

12. The Billboards

Three billboards with the competition brackets and three billboard with the court assignments must be located at the entrance of the stadium for spectators (min. 4m x 2m), in the press center (min. 2m x 1m), and in the athletes' lounge (min. 2m x 1m) and must be constantly updated with the matches' results and with the details on the next matches. The information on the billboards must possibly be produced through a printed machine.

13. The Lighting System

In case of tournaments organized with night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux. measured 1 m above the playing area (the concept of night matches and lighting systems must be enforced only in certain countries where sufficient conditions are gathered to guarantee a fully packed stadium during night matches).
The lighting system should be in place ready for the appropriate testing and homologation by the FIVB Technical Supervisor and a Host TV Broadcaster representative at least 3 days prior to the start of the event.
The FIVB will provide upon request complete guidelines (in addition to the minimum required 1500 lux) on the lighting setup details, including the number of lights towers, the height of each tower, the positions of towers, the number of lights and wattage of each light, etc. Nüssli will also advise the parties concerned on the specific matter. The promoter must take these guidelines and refine to local conditions to meet competition requirements or employ a lighting engineer 60 days prior to the event to provide documented drawings of the lighting plan for an event to the FIVB. The lighting systems must be directed partially on the audience and spectators for entertainment and TV purposes.

14. The Water Pipes

The courts must be watered accordingly before every match and during the games whenever deemed absolutely necessary. Hoses should then be provided to water the court surface when the temperatures rise to high levels.
In case neither high-pressure water system nor hose are available to water the sand, additional personnel may be needed to water the sand between matches with manual sprinklers (or water canisters).

15. The Rote Tilling Machine

A minimum of one (1) rote tilling machine must be provided, available during the entire duration of the event to improve the quality of the sand (especially in case of rain).

16. The Wind Sleeves

A wind sleeve and an anemometer should be available in order to constantly monitor the direction and the speed of the wind.

17. The Towels

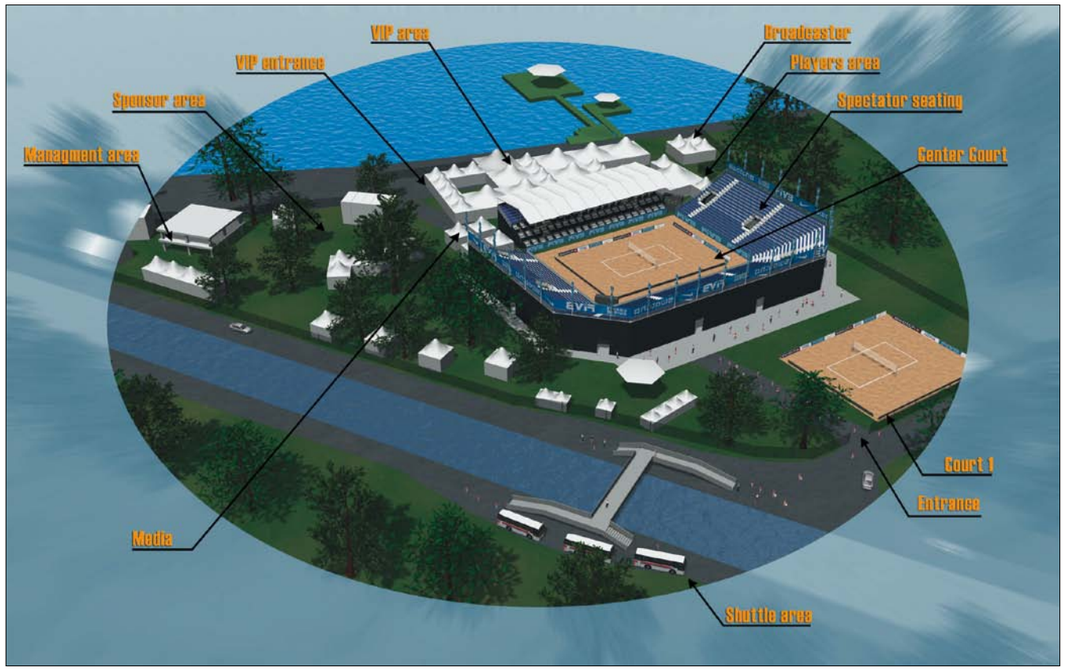
Promoters do not have the obligation to provide towels to the athletes, but can do it using material provided by their sponsors. In case athletes are authorized to use their own towels, they will then be responsible for bringing them to the venue and will have to respect the sponsor's size regulations.
However promoters are required to provide small towels to line judges and ball retrievers. In case of rain, bigger towels for the ball retrievers should be foreseen.

H. The Homologation of Stadium and Facilities

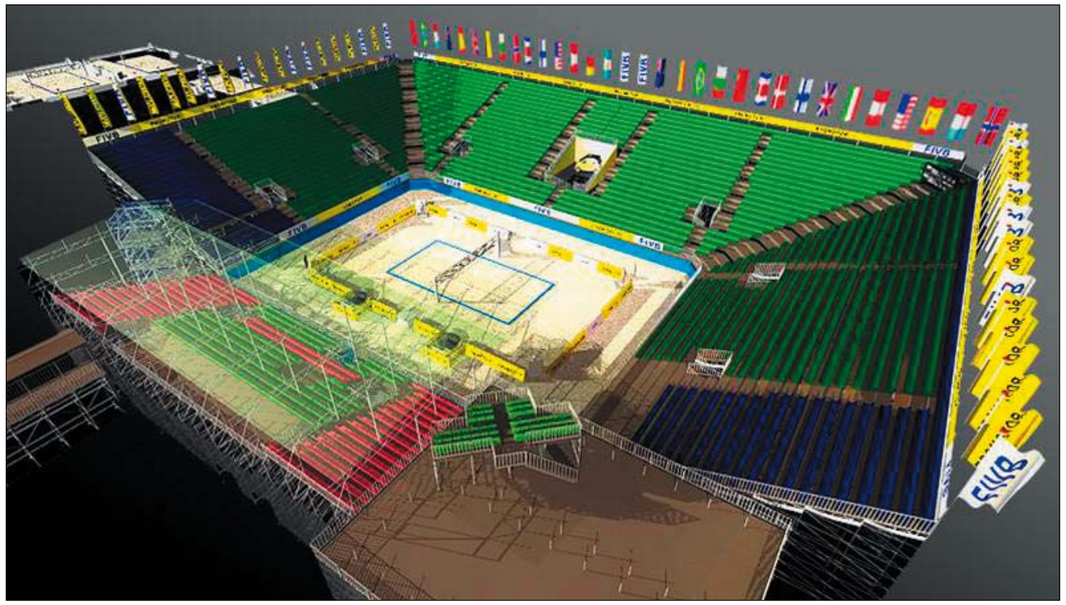
An inspection visit must be carried-out by the FIVB Technical Supervisor four (4) days before the start of the Qualification Tournament in order to check that the courts and the sport's materials provided concur to the FIVB requirements.
The stadium and facilities must be ready (including panels, flags of participating country, SWATCH FIVB World Tour Flag, FIVB Flag, Eco Flag, etc.) for an accurate inspection by the FIVB Technical Supervisor at the very latest the day before the start of the Qualification Tournament at 2:00 pm (timing to be adjusted in case CQPO applies). The FIVB Technical Supervisor is responsible for verifying that all required courts, including the warm-up court(s) are set-up according to the FIVB requirements.
The FIVB Referee Delegate, Tournament Director, Competition Director and Operational Director must attend the inspection visit.
Only the FIVB Technical Supervisor is authorized to homologate the courts. Should a venue not be homologated by the FIVB Technical Supervisor in due time, he/she can then decide to postpone the start of an event until all measures of security are guaranteed and the requirements are fulfilled by the promoter.
The FIVB Technical Supervisor must fill in the Stadium and Facilities Homologation Checklist (WT/29 form) and email it to the FIVB Beach Volleyball Department before the start of the Qualification Tournament. Any additional comments about the status of the venue, courts, facilities should be also featured. The court equipment checklist (WT/30 form) must be verified as well.

ITEMS	BRAND / MEASUREMENTS	QUANTITIES (for a 32-team Single Gender Open Event)
Sand	In accordance with FIVB require.	as required by the FIVB (depth min. 40 cm)
Balls	MIKASA VLS-300	50 for single gender /80 for double gender/60 Junior&Youth World Championships
Posts	In accordance with FIVB require.	1 set (central court) + 4/7 sets (outside courts)
Posts' pads	In accordance with FIVB require.	1 set (central court) + 4/7 sets (outside courts)
Net/Net antennae	In accordance with FIVB require.	1 (central court) + 4/7 (outside courts) + 2 (reserve)+ 2 for Grand Slams
Lines (5-8 cm)	In accordance with FIVB require.	1 set (central court) + 4/7 sets (outside courts)+ 2 for Grand Slams
Referee's chair (adjustable height)	In accordance with FIVB require.	1 set (central court) + 4/7 sets (outside courts)
Referee's chair pads	In accordance with FIVB require.	1 set (central court) + 4/7 sets (outside courts)
Net camera	(when requested by HTVB)	1 for Center court only
Net microphone	(when requested by HTVB)	1 for Center court only
Net measuring rod	2.5 m. long	1 per court + 1 (reserve)
Panels	1 m. x 3.50m	As per agreement
Sound system	5000 watts	1
Wireless lapel/off microphone for 1st Ref.	(integrated with the announcer/DJ)	1 (Center Court: Grand Slam/World Championships)
Scoreboard (SWATCH electronic)		2 electronic center court/1-2 manual outside courts
Video Board		1 (Center Court: Grand Slam/World Championships)
Speed ball device (SWATCH)		1 set for center court only
Wet Bulb Globe Thermometer		1 for center court only
Manual scoreboard (table flip chart)	In accordance with FIVB require.	1 per court + 1 (reserve)
Sport equipment holder	(balls, LJ flags, paddles, gauge, etc.)	1 per court + 1 (reserve)
Scorer's table	2 x 0.6 x 0.7 m.	1 per court
Scorer's chairs	2 per court + umbrella for scorers	1 per court
Paddles numbered 1 & 2	(scorer to control service order)	1 set per court + 1 set (reserve)
Lines judges' red flags	30 x 30 cm.	4 per court
Athletes' chairs		4 per court
Umbrella for athletes' area		2 per court
Ice chest	Capacity for 12 l. (min)	3 per court
Towels for the athletes		1 per Main Draw athlete at least
Towels for the linejudges		1 per linejudge + double quantities allowing daily washing
Towels for the ball retrievers	30 x 40 cm/bigger for rainy days	4 per court + double quantities allowing daily washing
Levelling rakes	Flat/1 meter	2 per court + 2 reserve
Hand pump		1 per court + 1 (reserve)
Electric inflator		1 + 1 (reserve)
Ball pressure gauge	Units in mbar or hPa	1 per court + 1 (reserve)
Ball Circumference Device	Mikasa	1 for all courts
Ball's scale	Mikasa	1
Anemometer		1
Wind sleeve		1
Rote tilling machine	available during the entire event	1 minimum
System for watering the court		1 water pipe or 6 manual sprinklers/court
Walkie-talkie		1 per court + Officials as required
Cellular telephone for FIVB Officials		1 per FIVB Official as required
Medical First aid set	(placed at the scorers table)	1 per court + 1 (reserve)
Billboard (brackets and court ass.)	In accordance with FIVB require.	3 each (Stadium entrance/Press Center/athletes' lounge)
Optional: Lighting system	(measured 1m. above court surf.)	min. 1500 lux.
Alcohol test device/digital (recommended)		enough tests (or mouth pieces)
Doping Control whenever required by the FIVB	N/A	as per FIVB-Organizers agreement

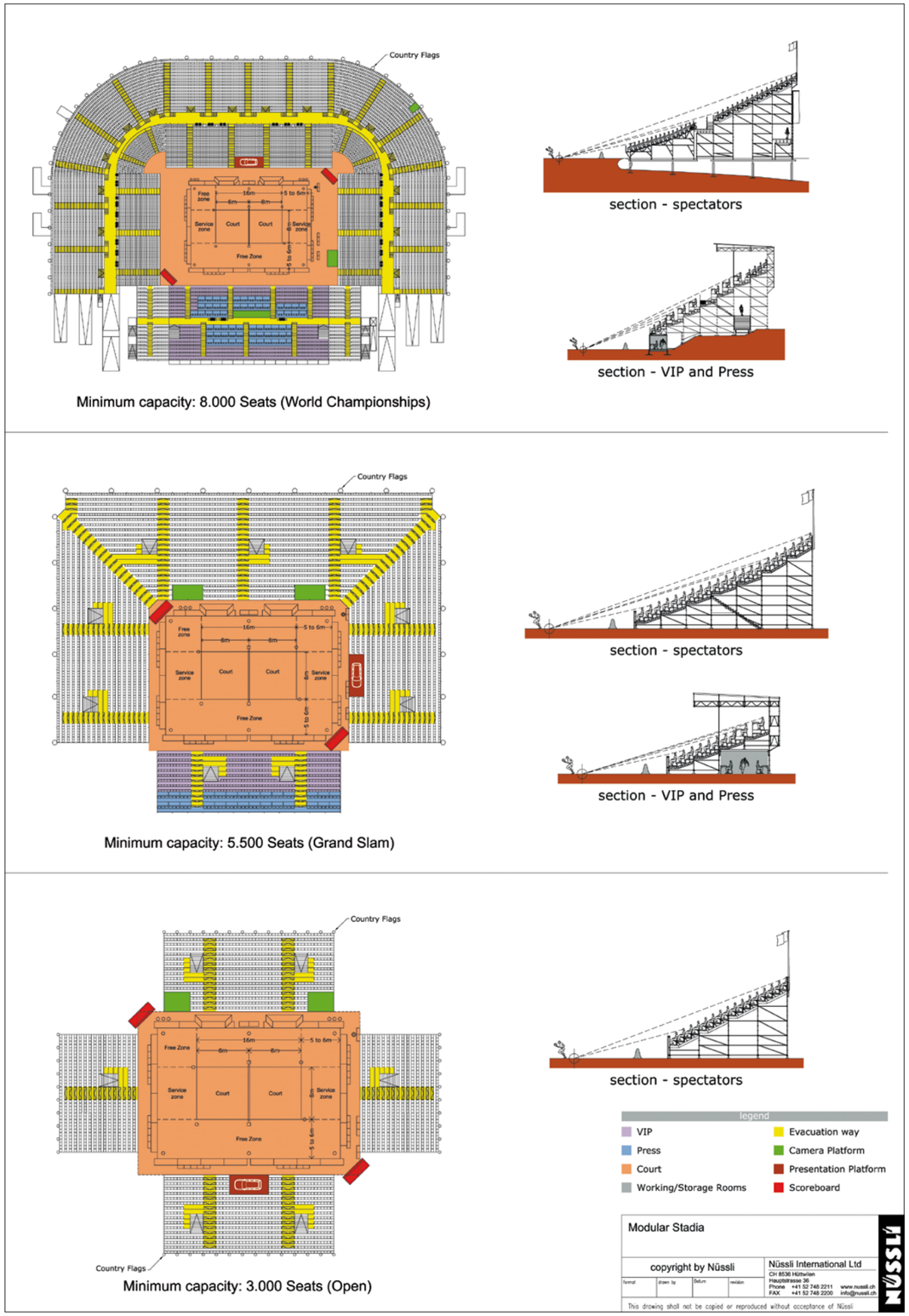
* Further details on how to inflate the Mikasa balls are enclosed in the Mikasa handling VLS 300 Mikasa kit



MODULAR VENUE



MODULAR STADIUM



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Formula One, European Grand Prix, Valencia (ES)

Make sure your fans don't get left behind.

We keep track of even a high number of spectators. With our extensive experience and our sophisticated logistics, we ensure the reliable installation of your grandstand facilities worldwide – from planning to completion.

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An efficient shuttle service provided by the promoter

3.5 Transportation

A. The International Transportation

The city hosting a World Tour event must be located close to an International airport or alternatively, the distance between the International airport and the competition venue must, in principle, not exceed 1 hour by bus or train ride. International transportation plans and itineraries for the FIVB Officials/Consultants, and Neutral International Referees must be provided possibly 2 months and confirmed possibly one month before the event by the Organizers. The Organizers, in collaboration with their Travel Agency, must coordinate the travel arrangements directly with the persons concerned.

1. The FIVB President

The FIVB, in collaboration with its Travel Agency must coordinate the FIVB President's travel arrangements (whenever required).

2. The FIVB Officials

The Promoter of the event must provide a roundtrip airplane ticket (economy class) to the FIVB TV Coordinator for a yearly TV inspection visit to be carried-out at least 2-3 months before an event, whenever the FIVB has planned not to carry out the inspection of the Technical Supervisor.
The Promoter is responsible to provide a roundtrip airplane ticket (economy class) to the FIVB Technical Supervisor for the inspection visit whenever deemed necessary, in case a TV inspection visit is also carried out, while the FIVB will cover the roundtrip airplane ticket (economy class) to the FIVB TV Coordinator. If no TV inspection visit is carried out, the Promoter of the event must provide a roundtrip airplane ticket (economy class) to the FIVB Technical Supervisor for the inspection visit to be carried-out at least 2-3 months before an event.
The Promoter must provide a roundtrip airplane ticket (economy class) on the occasion of each event to the FIVB Technical Supervisor, the FIVB Referee Delegate, the FIVB Press Delegate, the FIVB TV Coordinator(s), the Photographer (whenever required), and the FIVB Medical Delegate (whenever required). The promoter is also responsible to provide a roundtrip airplane ticket(s) (economy class) to the Assistant Referee Delegate(s) if more than one venue or spread out venue lay-out is set up. The breakdown for the arrival and departure time of each official is as follows:

- The FIVB Technical Supervisor must arrive on site five (5) days before the start of the Qualification Tournament.
- The FIVB Referee Delegate and the Assistant Referee Delegate (if applied) must arrive on site two (2) days before the QT (at the latest at 2:00 pm), and three (3) days in case pre-preparation clinics for Local Referees and Auxiliary Officials applies.
- The Press Delegate (if any) is required to arrive 1 day before the start of the Qualification Tournament.
- The TV Coordinator(s) must in principle arrive on site one day after the start of the Main Draw. For Grand Slam and World Championships events, the TV Coordinator(s) must arrive on the day before the start of the Main Draw. Two TV Coordinators will attend the World Championships Events, while one TV Coordinator only will officiate during the Open and Grand Slam Events. The Highlights Crew must in principle arrive on site one day before the start of the Main Draw.
- The FIVB Medical Delegate (if any) is required to arrive one (1) day before the start of the Main Draw. All communications related to the Medical Delegate transportation must remain strictly confidential.
- The FIVB Photographer (if any) is required to arrive on site one (1) day before the start of the Main Draw.
- All FIVB Officials must leave the day after the conclusion of the tournament.

The FIVB Officials are responsible to pay for the costs related to their domestic transportation from their home to reach the international airport of departure (and vice versa), costs related to the establishment of a valid passport and visa, parking fees and/or any personal travel or medical insurance, etc. The FIVB Officials must receive a written agreement from the FIVB in case different conditions are required by the former (i.e. the FIVB Official to buy his/her own ticket, reimbursement modalities, etc.).

3. The Neutral International Referees

The Organizers, in collaboration with their Travel Agency, must coordinate all Neutral International Referees' travel arrangements directly with the persons concerned.
The Organizers must provide a roundtrip airplane ticket (economy class) for each of the five (5) neutral International referees or seven (7) neutral International referees assigned by the FIVB respectively for a single gender event and for a double gender event.

Neutral International referees are required to arrive on site two (2) days before the start of the Qualification Tournament and must be available starting from 09:00 am the day before the Qualification Tournament to attend the mandatory Referees' Clinic. The Neutral International Referees are responsible to pay the costs related to their domestic transportation in case of internal airfare, train ticket (if necessary) to reach the International airport of departure, parking fees and/or any personal travel or medical insurance, etc.

The Neutral International Referee must receive a written agreement from the FIVB in case different conditions are required by the former (i.e. the FIVB Official to buy his/her own ticket, reimbursement modalities, etc.)

Parking accreditation – front

Parking accreditation – back

4. The FIVB Sponsors, Partners, and the Media Representatives
The FIVB Sponsors and partners as well as the media representatives are responsible for coordinating their own international travel arrangements.

B. The Visas and Passports

1. The FIVB President (if required), FIVB Officials, FIVB Neutral International Referees, FIVB Sponsors/ partners and media representatives.
Organizers must provide assistance to the FIVB President (if required), FIVB Officials, FIVB Neutral International Referees, FIVB Sponsors and partners, as well as media representatives in order to obtain all appropriate visas (issuing an invitation letter).
The people concerned are responsible for paying for the costs related to the establishment of a valid passport and a visa.

2. Athletes
The respective National Federations of the participating athletes are responsible for obtaining all appropriate visas for their teams. The host National Federation is required to promptly issue a letter of invitation duly signed and sealed for the people concerned upon receipt of an official request from a foreign National Federation. The National Federations and/or the athletes are responsible for paying for the costs related to the establishment of a valid passport and a visa.

C. Local Transportation

1. Generalities
Local transportation (to/from the airport-hotel-venue- social activities, etc.) plans and arrangements must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any). Organizers must send their local transportation plan to the FIVB two (2) months before the start of the event.
Organizers are responsible to bear all expenses related to the local transportation for the FIVB President (if required), FIVB Officials, Neutral International and Local Referees, Main Draw Teams. Assistance should be also provided to the FIVB Sponsors and Partners as well as media representatives. Information and details about the local transportation must be included in the event's regulations (WT/06 form).
In case local transportation is required from the hotel to the competition site, a shuttle bus service must be provided at 30 minutes intervals. A minimum of two minibuses should be available starting from 5 days before the beginning of an event until 2 days after the end of an event. The capacity of each minibus must be in accordance with the needs of each tournament.

2. The FIVB President
Organizers are responsible for welcoming the FIVB President upon his arrival at the International airport as well as for accompanying him back to the International airport upon his departure (whenever required).

3. The FIVB Officials
Organizers must welcome the FIVB Officials upon their arrival at the international airport and organize local transportation from the International airport to the hotel and back, as well as from the hotel to the venue and back and to/from social activities, etc. (whenever necessary). The Technical Supervisor must verify upon his/her arrival on site that the local transportation complies with the needs of the Referees schedule every day.

4. The Referees
The organizers must welcome the Neutral International Referees upon their arrival at the airport and organize local transportation from the International airport to the hotel and back.
Organizers must ensure that local referees arrive in due time at the competition site for the Referees' Clinic (09:00 am the day before the Qualification Tournament), or eventually to the extra local referee's clinic (9 am the day before the standard referee clinic). Whenever needed, the Organizers must provide local transportation from the hotel to the venue and back as well as to/from social activities, etc. (if requested) for all referees (Neutral International and local) officiating at the event.

5. The Athletes
Organizers must welcome and guarantee the local transportation, starting five (5) days before the beginning of the Main Draw, only and exclusively to the Main Draw athletes who have duly informed the organizers about their travel schedule at least three (3) days before the start of the event through the WT/31 form. A person (fluent in English) identified with a "SWATCH FIVB World Tour" signage must welcome the athletes upon their arrival at the airport. This person is responsible for informing both the Qualification Tournament athletes on the local transportation to reach the competition site (bus number, underground transportation, prices, etc.) as well as the Main Draw athletes on the local transportation provided by the Organizers from the international airport to the hotel and back.
The buses or cars provided for athletes' transportation must be air-conditioned and of good standard. These vehicles must also be large enough to transport the persons concerned with their luggage from/to the airport/hotel.
The organizers must finally provide transportation from the hotel to the international airport for the Main Draw athletes in case of early departure (i.e. before the end of the competition, etc.), as well as to/from social activities, etc. (if requested). Organizers are not responsible for the local transportation of coaches, teams' physiotherapists, athletes' guests, and athletes' family members.

6. Media Representatives (Journalists, Photographers, etc.), FIVB Sponsors and Partners
A shuttle service for Media Representatives from the hotel to the press center and the competition site, as well as to/from social activities, etc. (if requested) is recommended. A reasonable number of minibuses with drivers must be used to cover the permanent circuit service. The Organizer shall coordinate local transportation for the FIVB Sponsors, Partners and Media Representatives whenever required.
SWATCH and Swiss Timing representative should be always provided with local transportation (i.e. from/to airport, to/from venue, and from/to hotel, from/to venue).

An Official Event hotel

3.6 Board and Lodging

A. Hotels

1. Generalities
Information on the board and lodging (in first class hotels equipped with air-conditioning) for the FIVB President (whenever requested), FIVB Officials, Neutral International and Local Referees, Main Draw teams, as well as recommended hotels for Qualification Tournament teams (with American Breakfast, lunch and dinner in camping, hostels, 2, 3 or 4-star hotels), including addresses, telephone/fax numbers, e-mail addresses, websites and rates, must be presented to the FIVB for approval four (4) months before the event (in order to be posted on the FIVB Website at least 2 months before the start of the season). This information must be included in the event's regulations sent to the participating National Federations 13 days before the start of the event.

Promoters must avoid costs related to corkage or pouring fees for any function held at official hotels during the event and must not appoint any agent to manage, sell, or distribute any of the agreed rooms at the official hotels or in relation to any functions to be staged during the event without the prior written consent of the FIVB for such appointment.

2. The FIVB President
The organizers shall provide first class accommodation (1 presidential suite) whenever the FIVB President is invited to attend the event.

3. The FIVB Officials
Following the arrival and departure requirements as mentioned at 3.5 Transportation section, the FIVB Delegates must be accommodated as follows:
The FIVB Technical Supervisor must be lodged in the same hotel as the Main Draw teams and possibly with other FIVB Officials.
The FIVB Referee Delegate must be lodged in the same hotel as all referees (Neutral International and local) possibly in the same hotel as the Main Draw teams. The same applies for the Assistant Referee Delegate (if assigned by the FIVB).
The FIVB Press Delegate must be lodged possibly in the same hotel as the Main Draw teams.
The FIVB Physical Therapist (if any) must be lodged possibly in the same hotel as the Main Draw teams.
The TV Coordinator - 1 person for Grand Slam events and 1 person for Open Events in the Main Draw players hotel. The Highlights Crew must be lodged possibly in the same hotel as the Main Draw teams in the Main Draw players hotel.
The FIVB Medical Delegate (if assigned) must be lodged in the same hotel as the Main Draw teams. All communications related to his/her accommodation must remain strictly confidential.
The Photographer (if assigned) must be lodged possibly in the same hotel as the Main Draw teams.
All FIVB Officials must leave the day after the conclusion of the tournament.
All costs related to the board and lodging (single room) for the FIVB Technical Supervisor, FIVB Referee Delegate, FIVB Press Delegate, FIVB Physical Therapist and FIVB TV Coordinator(s) must be borne by the Promoter.

4. The Neutral International and local Referees
Organizers must provide 1st class hotel (usually not less than a 4-star category) accommodation in double rooms to all referees (Neutral International and local) appointed for the competition. Board and Lodging of local and Neutral International referees must be planned possibly in the same hotel as the Main Draw teams and FIVB Delegates. The Promoter must do its utmost to lodge all referees in one single hotel only.
The total number of referees for the event (Neutral International and local) must be kept in principle unchanged until the very end of the competition in order to accomplish specific functions whenever needed (i.e. scorers and line judges). All costs related to the board and lodging (double room) for the FIVB Referees must be borne by the Promoter.

5. Athletes
Organizers must provide at their own charges 1st class hotel (usually not less than a 4-star category) accommodation in double rooms for the 32 teams participating in the Main Draw (per gender). For Open and Grand Slam events, accommodation for all Main Draw teams must be paid by the Promoter only until the day after their elimination from each event (breakfast). Teams are requested to arrive one day before the Main Draw (check-in) and leave the day after their elimination from each event (check-out).
The promoter will also pay for the finalist teams an additional night on Saturday for the women and on Sunday for the men. The hotel shall be located possibly within walking distance of the venue (max. 1000 m.). Athletes should all be lodged at the same hotel. The rooms must be large enough for 2 persons. Beds must be separated and have firm mattresses and solid frames. The rooms must be available for athletes at 12:00 p.m. latest on the day of their arrival. The Promoter should have an agreement with the hotel in order to free 4 or 5 rooms in case of early morning flights arrivals. Besides the official rooming list, the promoter is not responsible for any modification made directly by athletes in the hotel reservations.
Promoters shall block 20 extra rooms in the Main Draw hotel beginning the Monday of the event which will be released 21 days prior to the event if not reserved by the players.

Catering services

Technical meeting

6. Others

- The Promoters are requested to help the FIVB Sponsors and partners as well as the media representatives to book their hotel rooms, possibly in the Main Draw teams Hotel. It is requested to the promoter the following:
  - To reserve an accommodation for 2 people (Swiss Timing) from Saturday prior to the start of the event until Monday after the end of the event. The fares and confirmation of the rooms have to be sent to Ms. Sabine Perrenoud (Sabine.Perrenoud@swisstiming.com).
  - To reserve an accommodation for 1 people (Swatch) from Wednesday of the event until Monday after the event. The fares and confirmation of the room have to be sent to Mr. Manuel Maillard (manuel.maillard@swatch.com) and Mr. Marc Mouron (Marc.Mauron@swatch.com).
- FIVB Sponsors and partners as well as the media representatives are responsible to bear all the costs related to their rooms and meals.
- Organizers must place an information board in the hotel lobby and another one in the athletes' area at the stadium. The boards shall regularly be updated with the following information:
  - Current event: technical meeting and preliminary inquiry programs (place and time), competition program, information on board and lodging, shuttle bus service timetable (whenever needed), Daily Bulletin of the previous competition days, Organizing Committee members telephone and fax numbers, etc.
  - Next events: event's regulations as sent to the National Federations (entry, airport, competition program, etc.), entry list and wild cards, etc.
- All extra costs related to telephone calls, additional days for personal reasons and/or meals, mini-bar, laundry, etc. must be charged directly to the persons concerned (prior to the departure from the hotel).
- In case the persons concerned leave the hotel without having paid their personal bills, the Organizers should then immediately contact their respective National Federations. The FIVB should only be contacted in case a National Federation refuses to assist the Organizers to recover the FIVB Officials, Referees, and athletes' debts. The payment of the athletes' Prize Money as well as the Per Diem for FIVB Officials and Referees will immediately be stopped until the athletes, FIVB officials and Referees pay their respective debts.
- In case of severe weather conditions, the FIVB Officials, Referees and athletes may be asked to stay an additional day to play the final matches. The Organizers are then responsible for paying the costs related to the additional day of board and lodging for the entities concerned.

B. Meals

Food in sufficient quantities must be guaranteed by the Promoter for the FIVB Officials, Referees, and athletes according to the FIVB Medical Commission's recommendations. Menus must be designed to be nutritious, tasty, and of excellent quality including hot and cold food.
Organizers should use a catering service at the venue to serve lunch to the FIVB Officials, Referees, Main Draw athletes and guests. Three basic meals must be served each day, plus a snack, as follows:

- Breakfast: cereals, bread, yogurt, honey, fruit and fruit juice, marmalade, eggs, skim milk, coffee, tea, etc.
- Lunch and Dinner: carbohydrates (pasta, potatoes, rice, etc.), proteins (red and white meats, fish, tofu, eggs, etc.) vegetables, salads, fruit, cheese, etc.

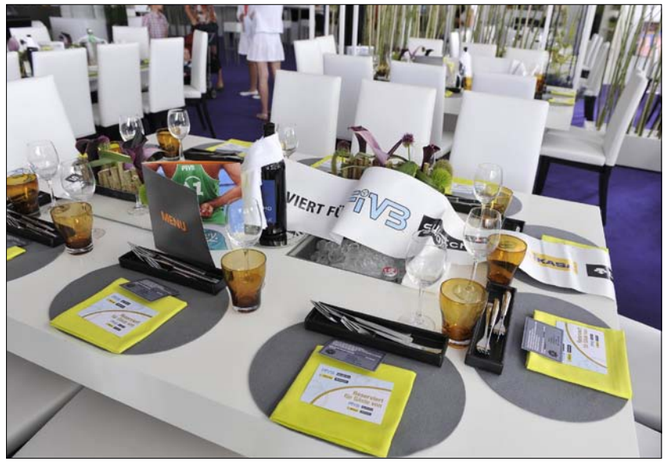
Menus must be approved by the FIVB Beach Volleyball Department (-30 days) and by the Technical Supervisor before the start of the event.

Fruits, sandwiches, coffee, tea, carbohydrate, drinks (such as PowerAde, Gatorade, Fitgar, etc.) must also be available in sufficient quantities for the athletes at the competition site.
Flat mineral water must be provided to the athletes, staff, officials and volunteers at any time at the venue, only through sealed plastic bottles of 1/4 or 1/2 of a liter should be available during training sessions and competitions. The catering service must be provided from 11 am until 3 pm at the venue and should have extended hours from players, staff and officials in case of night matches. The same policy will apply for the meals served at the hotel if adjacent to the venue.
During the competition, fruit, snacks and drinks must be available at all times in the athletes' lounge, in the press center as well as in the referees' and lines judges' lounges.
Food and drinks must be replenished regularly on the courts, in the VIP area, and in the athletes', referees' and line judges' lounges.
The time of meals should meet the needs of the daily Officials schedule and must be coordinated by the FIVB Technical Supervisors upon their arrival on site.
Finally a consistent and flexible nutrition policy must be applied for Referees and Auxiliary Officials (food and refreshments must be available for them at any time).
Organizers are not responsible for the meals of coaches, team's physiotherapists, athletes' guests, and athletes' family members.

3.7 Country Quota Play-Off Meeting, Preliminary Inquiry Meeting and Technical Meeting

A. General Principles and the Country Quota Play-Off Meeting

A meeting for all the teams participating in the Country Quota Play-Off matches (if any) will be held at the venue on site for each tournament at 1:00 pm one day before the Qualification Tournament (and one hour prior to the start of these Country Quota Play-Off matches) mainly to confirm the list of teams and seeding for teams entered in this phase of the competition. The attendance of the Country Quota Play-Off athletes at this meeting is mandatory and country quota Play-Off must be featured in all communications as an official part of event.
The athletes' attendance at the Preliminary Inquiry and the Technical Meeting (Qualification and Main Draw) is also absolutely mandatory. All relevant information concerning the place and time of the Preliminary Inquiry and the Technical Meeting (Qualification and Main Draw) must be included in the competition regulations sent by the Hosting National Federation to the participating National Federations and the FIVB Officials no later than 13 days before the start of the event. This information will be posted on the FIVB website. Athletes are responsible for obtaining the information on the location and the dates of the meetings from their respective National Federations and/or by consulting the FIVB website.



In the event that an athlete cannot participate in the Country Quota Play-Off meeting, the Preliminary Inquiry and/or the Technical Meeting (Qualification or Main Draw) of one tournament, he/she may be excused by the FIVB or the Technical Supervisor on site for the event only under exceptional circumstances. Otherwise sanctions may apply.

B. Preliminary Inquiry

Two Preliminary Inquiries are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. These Preliminary Inquiries are conducted by the FIVB Technical Supervisor in collaboration with the Organizers, before the Technical Meeting, and are meant to check the eligibility status of each athlete.

The purpose is also to check:

- The athletes' attendance and the athletes' FIVB ID cards or Passports to better identify the athlete enrolled in the event. If an athlete does not have an FIVB ID Card number or Passport, he/she must then provide the official 2009-2012 NF-Player's Commitment to the FIVB Technical Supervisor if not already previously sent or faxed to the FIVB duly completed;
- The uniforms and accessories if required by the FIVB Technical Supervisor;
- The FIVB Number 1 or 2 on the BVIS and on the uniforms;
- The FIVB World Ranking points and seeding;
- The athletes' flight itinerary for the next World Tour event (in order to be communicated to the Organizers of the next events through the WT/31 form);
- Any other information about the athletes' eligibility and participation, upon request of the FIVB Technical Supervisor.

The Preliminary Inquiry is usually carried out at the athletes' hotel in a room located close to the Technical Meeting room and should finish possibly at least one hour prior to the scheduled time of the Technical Meeting in order for the Technical Supervisor to prepare the Draw and the relevant information for the Technical Meeting.
At the end of the Preliminary Inquiry, the FIVB Technical Supervisor must approve the final list of the participating teams allowed to enter into the competition and to attend the Technical Meeting.

C. Technical Meeting

Two Technical Meetings are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. Only accredited persons will have access to the Technical Meeting. These Meetings are conducted by the FIVB Technical Supervisor in collaboration with the Organizers. The Technical Meeting must take place at the Main Draw athletes' hotel and be scheduled to last no more than 30 minutes.
The FIVB Technical Supervisor chairing the meeting provides athletes with technical information about the competition and gives the floor to one promoter representative, one host National Federation Delegate, and the FIVB Referee Delegate. The FIVB Technical Supervisor may allow sponsors, Host TV Broadcaster, journalists, authorities, etc. to attend the Technical Meetings as observers upon request. In principle, neither local authorities nor sponsors' representatives should intervene during the Technical Meeting.

Athletes who do not attend the Technical Meeting may not be allowed to participate in the competition by the FIVB. Under special circumstances, exceptions may be considered by the FIVB Technical Supervisor, if the respective National Federation/athletes sent in writing and in due time valid documented reasons related to the non-attendance both to the Organizers and the FIVB Beach Volleyball Department.
At the end of the Technical Meeting, Organizers must ensure that the Daily Bulletin is distributed to all participating teams. The match schedule must be given immediately maximum within 1 hour form the end of the Technical Meeting.

Drawing of lots

During the Preliminary Inquiry, the Technical Supervisor shall provide template to the players who will be responsible to fill in the information concerning the below proposal:
– Players provide local contact information (i.e.: local hotel room no., mobile phone, email) in case of emergency, or in case the player is not staying in the published hotel. This includes both qualification and main draw preliminary inquiry. The reason is to ensure that if there is any emergency, or any relevant change in schedule due to weather condition or other force major situation, that the player can receive important information from the Promoter or the Technical Supervisor. Although it is the players' responsibility to obtain the information as well (i.e.: match schedule, daily bulletin), it will be more efficient to also have a direct contact for the players.

1. The Technical Meeting Agenda

The Technical Meeting must be organized according to the following agenda:

– welcome by the FIVB Technical Supervisor, National Federations, and promoter's representative;
– athletes' list of attendance;
– report on the results of the Preliminary Inquiry;
– drawing of lots;
– technical aspects of the competition;
– competition program;
– lay-out of the stadium and athletes' access to the facilities;
– training schedule;
– board and lodging;
– meals;
– transportation;
– accreditation (ID cards and security procedures);
– uniforms' distribution procedure;
– media activities;
– eventual involvement of players in special promotional programs;
– information on doping controls (when applied) and court medical assistance;
– ranking criteria;
– prize money and bonus pool breakdown and payment procedure;
– press interviews procedure and availability to be interviewed by the FIVB Highlights Crew (if any);
– match protocol;
– awarding ceremony protocol;
– eventual side events;
– reminder to athletes concerning the communication of their travel schedule to the Organizers of the next World Tour event(s);
– information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
– any other useful information;
– any eventual communications from the FIVB to the athletes;
– eventual questions from the athletes.

An information kit with all tournament information and the FIVB Regulations concerning the event must be distributed to all participating athletes.

The FIVB may require extending exceptionally the duration of the Technical Meeting to provide athletes with information about TV distribution, FIVB Sponsors demands, medical controls, FIVB media activities, etc.
All athletes will be required to attend at least one of the media training seminars every year held at the Technical Meeting before the Main Draw of each event by the Press Delegate.

2. The Drawing of Lots

The drawing of lots must take place during the Technical Meeting and must be conducted by the FIVB Technical Supervisor. The drawing of lots will determine the seeding of some of the teams having a tie and of the host country teams. The drawing (choice of tallies) must possibly be made by one or more athlete(s) but not by any member of the Organizing Committee.

3. The Requirements for the Technical Meetings

The Organizers must provide the following:

– conference room with sufficient capacity;
– translator English/local language whenever required;
– adequate sound system;
– computer and printer to issue the Daily Bulletin;
– urns for the drawing of lots with a cup for tallies;
– board showing the first round of the drawing;
– blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
– Court Assignment table;
– printed official program;
– billboard with competitions brackets and court assignment table (positioned to be visible by all participants).

An information kit with all tournament information and the FIVB Regulations concerning international participation and social activities must be distributed to athletes possibly with the following items:

– participating teams/countries;
– players' eligibility;
– accreditation;
– coaches' regulations;
– teams' physiotherapists regulations;
– sanctions and withdrawals;
– Prize Money and Bonus Pool payment procedure and breakdown;
– World Ranking Points;
– competition schedule and program;
– stadium and facilities lay-out;
– specific competition regulations for all participants;
– information on board and lodging;
– information on meals;
– information on medical services and doping controls, if any;
– information on transportation for officials, referees, heads of delegation, athletes, Organizing Committee members and possibly FIVB Sponsors and partners as well as media representatives;
– uniforms' distribution procedure;
– guidelines for the awarding ceremony;
– organizing Committee members (WT/05 form);
– useful telephone and fax numbers (hotels, Organizing Committee, stadium, event office, Embassies, etc.).
– tourist information including city maps;
– list of the tournament sponsors;
– name of the Host TV Broadcaster;
– insurance;
– handy tips;
– etc.

An efficient medical service is indispensable to preserve the health of the athletes

3.8 Medical Services and Controls

A. The Medical Assistance

The FIVB Physical Therapist has the responsibility for liaising with the Medical Director and all other tournament medical staff to provide athletes with all necessary medical assistance and appropriate therapy. The FIVB Physical Therapist is also in charge of providing a medical kit, working with the local physiotherapist staff and ensuring a healthy and efficient collaboration between all entities involved, as well as keeping accurate medical records for the treatment provided.
During the competition, Organizers must provide medical assistance for athletes, including:
– a medical services area at the venue with at least two medical doctors on duty whenever there is training or competition (the medical services area must be equipped with all necessary instruments and medication to provide immediate medical care for injuries and illnesses);
– for events with more than one venue, it is required to have at least one doctor and physiotherapist at all court locations;
– a medical doctor on 24-hour duty at the athlete hotel with necessary first aid medical supplies;
– assigning hospitals near the venue for emergency specialist care and hospitalization, if needed;
– massage room with at least 2 physiotherapists for single gender events and 4 physiotherapists for double gender events located close to the athletes' lounge;
– an ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator) must always be available, parked as close as possible to the venue, on the same side as the medical area.
– first aid room at the venue with a medical doctor and a nurse on duty (the first aid room must be equipped with all necessary instruments and medicine);
– tables for first aid as close as possible to the playing area with a red cross sign and a medical doctor on duty;
– immediate medical assistance to be provided to players on court, whenever a medical time-out is called.

First aid and ambulance must also serve officials, referees, heads of delegation, spectators, organizing committee members, FIVB Sponsors and partners, as well as media representatives whenever needed.
The Medical Director's CV must be received 2 months before the event. This CV must indicate the mandatory doctor's training in sports medicine.
The FIVB Medical Delegate must have a cell phone and/or "walkie-talkie" in order to be reached at any moment during the event.

B. Antidoping

All athletes are subject to in-competition testing by the FIVB, the athlete's national federation, and any other antidoping organization responsible for testing at the World Tour event in which they participate. All athletes are also subject to out-of-competition testing at any time or place, with or without advance notice, by the FIVB, WADA, the athlete's national federation, the athlete's national anti-doping organization, or the IOC during the Olympic Games. All controls must strictly follow the FIVB Medical Regulations and World Anti-Doping Code. The procedures for anti-doping controls are detailed in the FIVB Medical Regulations. The controls should, whenever possible, be conducted under the supervision of the FIVB Medical Delegate and/or the FIVB Technical Supervisor.
As specified in the FIVB Medical Regulations, the FIVB has adopted the World Anti-Doping Code and the WADA List of Prohibited Substances. Note that this list is not exhaustive and is intended to serve only as an example of the types of substances and methods that are restricted. Any modification brought to this list by WADA becomes effective for all FIVB purposes three months after publication of the Prohibited List by WADA without requiring any further action by the FIVB, unless provided otherwise in the Prohibited List and/or a revision. The Code and Prohibited List in force are available online at the WADA website (www.wada-ama.org).
Before the start of the season, the FIVB Beach Volleyball Department must:
– collect from the participants a valid Health Certificate for the season.

The in-competition schedule is decided by the FIVB President in consultation with the Medical Commission President, and it is the responsibility of the FIVB Technical Department to make all necessary arrangements with the national antidoping agency (or other appropriate agency) to conduct testing on behalf of the FIVB, and organize for appropriate staff and equipment to be present for testing according to the antidoping test plan for the event. The appropriate time to sign this agreement is at least 60 days prior to the event.

During the competition, anti-doping controls are performed according to a schedule that is agreed upon by the FIVB Medical Delegate and the FIVB Technical Supervisor. Players are normally tested only after their last match of the day. However, players may be selected for doping control at any moment of the day and the FIVB Medical Delegate can decide to submit one or several extra players for testing at any time during the tournament. This includes players withdrawing from competition. If a team withdraws from a match because of injury or illness or for other reasons, both players must report to the scorers' table to be available for doping control. Failure to report may be procecuted as a missed test.
The routine selection of players from a chosen match should be performed by the drawing of lots immediately upon conclusion of the match, usually by the team captain. However, the drawing of lots may also be undertaken by the Medical Delegate or by an authorized member of the doping control team under the Medical Delegate's supervision. Players are not allowed to leave the court area until the draw has been completed.
Sanctions for a positive case will be applied according to the FIVB Medical Regulations.

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The 2010 insurance card issued by the FIVB for all FIVB officials

C. Heat Prevention Measures

The FIVB Heat Stress Monitoring Protocol consists of three elements; 1) Wet Bulb Globe Temperature (WBGT) measurements on center court during all events on the FIVB World Tour, 2) Continuous data collection covering all events, and 3) systematic recording of any heat-related medical forfeits on the Tour. The data collection and reporting is the responsibility of the FIVB Referee Delegate (and FIVB Medical Delegate, if present).

WBGT Measurements

Temperature measurements are to be taken on center court 5 min before the start of each game in front of the scorers table, apx. 1.5 m above the sand level. If the scorers table is shaded, the measurement must be made in the sunny area closer to the court or even on court. No measurements are necessary from the outside courts.
The measurements are to be taken by a reserve referee (or the referee of the match before). The data collection procedures must be instructed at the referee's clinic before each tournament.
The following data should be recorded on the Heat Stress Monitoring Form: Wet Bulb Globe Temperature (WBGT), Air Temperature (TA), Black Globe Temperature (TG) and Relative Humidity (RH).
The data are recorded using a Heat Stress WBGT Meter (Model HT30, Extech Technology). Please see the User's Manual for detailed instructions on how to operate the meter. But please note the following important points: First, that the protective sliding cover must be open, to allow air (wind) to stream through the meter. Second, that the meter should always be set for the outside (OUT) mode, regardless if there is direct sun exposure or not. The alarm settings should be disabled by setting it to the maximum limit.

WBGT Data Reporting

An Excel reporting file has been created to enter the data collected. Printouts are made of each of daily Heat Stress Monitoring Form and these paper forms are used on center court to enter the data collected. Daily averages and peak values will be calculated automatically. Printouts are made from the Excel file each day to be checked and signed by the referee delegate (or medical delegate, if present) against the original paper record.

Recording of heat-related medical forfeits

In any case of an medical forfeit, the injured player is asked by the referee if this is due to heat exhaustion and/or dehydration. If this is the case, the player is also asked, if he/she has suffered from diarrhea during the past five days? This information reported to the Referee Delegate, who is responsible for including it in the reporting file.

At the end of the tournament

The signed printouts are sent to the FIVB along with score sheets and other information after the event (at the responsibility of the Technical Supervisor). The referee delegate is responsible for sending the Excel file with all data to the Beach Volleyball Referee Commissioner, Mr. José Casanova (jcasanova@netmadeira.com) and to the President of the FIVB Medical Commission, Dr. Roald Bahr (roald.bahr@nih.no).

In case of high heat and/or humidity

The weather must not present any danger of injury to the players. The FIVB World Tour is regularly played in conditions of high heat and humidity, which may pose a risk of dehydration and heat exhaustion. Decisions regarding suitability of competition should be made based on the WBGT, i.e. careful consideration should be given regarding continuing play if the WBGT index exceeds 31. Whenever the prevailing weather conditions indicate that the WBGT index will exceed 31, the following measures should be considered by the FIVB Technical Supervisor, in consultation with the FIVB Medical Delegate (if present) and the FIVB Referee Delegate:
– to schedule matches in the morning and the evening to avoid the heat of the day
– to permit side changes (with rest and water breaks) every 5 points sets 1 and 2 and every 3 or 4 points in set 3
– to increase the time between rallies
– to provide each team with an extra time-out per set to use at their discretion
– to require electrolyte rehydration fluids to be available (not just water)

Before the start of the season, players should be informed of the importance of becoming acclimatized to the heat and humidity through training, including principles of effective rehydration. It should be emphasized that tournament medical personnel must be competent and equipped in the optimal treatment of heat illness, including intravenous treatment. However, if emergency intravenous treatment is instituted, the player should be transferred to hospital for further assessment and treatment. Players requiring intravenous treatment must withdraw from further play in the same event.

D. The Insurance

All athletes must have their own liability and medical insurance. The FIVB is not responsible for any medical expenses incurred while competing in a tournament.

E. The Alcohol Tests for Referees and Auxiliary Officials

During the competition, the FIVB will be entitled to randomly select Referees and Auxiliary Officials to undergo alcohol tests at a given moment before each session. The medical control for the Referees and the Auxiliary Officials must be performed at each event in a separate room (if possible in the referee's locker room). It is responsibility of the organizers to provide the test device such an electronic breathalyzer as well as any disposable equipment needed to perform at least 30 tests during the competition.
The alcohol tests are run by the Medical Director of the tournament under the supervision of the FIVB Medical Delegate (if present). However, in case of absence of an FIVB Medical Delegate on site, the Medical Director of the tournament will run the daily alcohol test procedure.

Information booths at the venue

3.9 Security, Accreditation and Access Control

A. The Security

The FIVB requires each promoter to ensure the correct implementation of all needed security measures to preserve the integrity of the FIVB President (when visiting the event), FIVB officials, referees, heads of delegation, athletes, spectators, Organizing Committee members, FIVB Sponsors and partners, media representatives etc. at the venue and at the Official hotels. The Technical Supervisor must check that before the start of each event, the local authorities have been informed by the Promoter about the need to secure the venue and the hotel with a dedicated task force. The security staff hired by the promoter is responsible for the best possible security arrangements and facilities at the site before, during, and after the event.
Organizers must inform the local police well in advance about the organization of the event in order to successfully face any security and/or traffic problems at the venue and the parking site. A strict policy must be implemented since the first day of the competition to regulate the flow of the people in the restricted areas.
Security personnel must also be present in sufficient numbers at the venue parking, the entrance, and other areas to maintain order and guarantee assistance, surveillance, and adequate security. The security staff must be professional and well trained, and must be on duty at least one hour before the start of the competition each day. The staff should hold a briefing meeting at the end of each competition day to discuss and fix any possible problems.
Special security must be provided day and night during the event to sponsors signage and FIVB Sponsors' material as well.

All security people must be identified by uniforms differing from those of the other Organizing committee members, technical personnel or court personnel, in order to be easily identified and to facilitate their intervention whenever needed.
The people managing the different areas must be familiar with the various accreditation categories and the numbering system of the stands in the stadium. A walkie-talkie system must be used to intervene in case of contingency.
Finally, the necessary security measures must also be studied and arranged in due time to keep spectators outside the playing area at the end of the final match as well as during the awarding ceremony.

Fair Play !

B. The Accreditation

Organizers must provide the FIVB President (when required), FIVB Sponsors (as per agreement), FIVB officials, referees, heads of delegation, athletes (Qualification Tournament and Main Draw), spectators, Organizing Committee members, staff, FIVB partners, media representatives, athletes' coaches, physiotherapists, VIPs, BVAW representatives (all access accreditation except catering and VIP), guests, technical staff, court personnel, volunteers, Medical Staff, Journalists, etc. with an official ID card and ensure that only people with appropriate accreditation are allowed to access certain areas of the venue. An accreditation plan must be developed by the Organizers with regard to seating and parking availability as well. It is very important to clearly indicate the different areas for the various categories of accreditations and issue ad hoc cards/tickets. A well identified accreditation area with an efficient service should be set-up at the stadium and possibly at the hotel.

ID cards are also needed for the bleachers section reserved for athletes taking part in the Qualification Tournament, guests, family members etc. While Organizers must provide vests to all accredited photographers and TV crew authorized to access reserved court areas, all court personnel must wear their respective official uniform.
Individuals' photo with the name of the persons concerned should possibly be integrated on the ID cards in order to prevent cards abuses.
Promoters must grant the FIVB and each of its Sponsors the opportunity to purchase, if any, at face value, first class category tickets for each day of the Event, provided that all these tickets are granted or sold to the parties concerned for promotional purposes only and not for resale. Please refer to the Marketing Chapter for FIVB requirements concerning the printing of accreditation card and the printing of tickets, if any.
The player representatives need to get all access accreditation to allow them to contact all necessary delegates from the FIVB and the event promoter.

Information area equipped with TV screen & live feed

The FIVB President Mr. Jizhong Wei

C. The Access Control

During a match, no members of the personnel are authorized to enter into the competition area with the exception of the referees, line judges, sand levelers, and ball retrievers. Only the first referee and/or the FIVB Technical Supervisor may authorize the intervention of additional personnel on the court such as Highlights Crew, Official Photographer, Host Broadcaster, TV cameraman, Press Delegate, Doctor, etc. The promoters are encouraged to create separate entrances/exits to the "field of play" for photographers and television cameramen (separate from players and officials) and have thin breathable vests (bibs) to identify cameramen and photographers. There shall be different coloured vests (bibs) to identify the photographers and cameramen allowed into the playing area.
All the athletes participating in the Qualification Tournament may have access to the VIP section (or to a roofed area) during the duration of the Qualification Tournament exclusively.
All Main Draw athletes must have access to the VIP section, or to a roofed area, or in the general grandstand during the duration of the Main Draw (including the final day).
The access to the player's lounge is strictly reserved for the Qualification teams (during the Qualification Tournament exclusively), for the Main Draw teams (during the Main Draw tournament exclusively) and for the accredited medical staff. Athletes with an FIVB ID card and/or athletes taking part in the Qualification Tournament (even if not qualified in the Main Draw) must have access to a reserved area on the general grandstand at any time.

3.10 Protocol

The Protocol is the recognized system of International courtesy and conduct designed to create an awareness of and sensitivity to the necessary elements for the smooth and respectful handling of International guests. Guests must feel welcome, comfortable, and safe during their stay. Therefore, Organizers should express courtesy in a universally understood manner.

A. The Invitation of the FIVB President

The following guidelines must be carefully studied in case Organizers are willing to invite the FIVB President to attend their event:

1. The official invitation should come from the City Mayor, the National Federation, or the Minister of Sport, and should be sent directly to the FIVB President.
2. The following protocol should be adhered to when issuing an official invitation:
- information about travel and accommodation should be included, detailing the followings:
  - welcome of the FIVB President at the airport (including the name of the Organizing Committee member, with a perfect knowledge of the organization, responsible for accompanying the FIVB President during his stay);
  - name, address, telephone and fax numbers of the best hotel in the city/town, equipped with a suite for two people (a well-lit working area must be installed).
- provide a proposed program of activities during the stay of the FIVB President, which should include a courtesy visit to the highest authority in the country, a meeting with the President and the members of the Board of the National Federation, a meeting with promoters, sponsors, Host TV Broadcasters, etc.;
- ensure that a press conference is organized, preferably in the FIVB President's hotel or at the venue, and that the TV Host Broadcasters and international press agencies are invited and represented (a list of invited media should be submitted to the FIVB well in advance).

Organizers are asked to contact the President's Secretariat in Lausanne for any additional information before presenting their invitation.

B. The VIPs

1. Welcome
The Organizers must prepare a welcome note as well as an event program for the VIP guests that must be delivered to their hotel prior to their arrival.

2. At the Stadium
Signs should clearly indicate all VIP seating for VIPs, FIVB, sponsors, promoters, partners, etc.
The Promoter must provide space at the venue together with access to electricity, potable water, and sewage connections to enable the VIPs, FIVB, sponsors, promoters, partners, etc. to create hospitality areas for their invited guests and staff. The decoration and operation of the infrastructure of the hospitality areas shall be at the VIPs, FIVB, sponsors, promoters, partners, etc. sole cost and responsibility.
The VIP section must be tidy and equipped with chairs.
The area should be thoroughly monitored and inspected prior to the arrival of the guests in order to remain in perfect condition for the time of the guest's arrival. Organizers must appoint two persons (one responsible and one assistant) to welcome VIPs, FIVB, sponsors, promoters, partners, etc. and assign their seats.
The Organizers must install tables and chairs in the hospitality area to allow VIPs, FIVB, sponsors, promoters, partners, etc. to sit while eating. The hospitality area, where VIPs, FIVB, sponsors, promoters, partners, etc. may avail themselves of fresh food and drinks during the matches must be clean at all times. One VIP table must be prepared with a table cloth and napkins to allow the highest authority to invite prestigious VIP guests. Two additional persons shall be in charge of the catering table and must ensure the highest standards of hygiene. They can be assisted by 2 boys or girls to clean up the VIP stands and remove all bottles, glasses and dirty dishes.
A special SWATCH access system may be implemented at each venue (especially at the Grand Slam and World Championships Events) upon reaching an agreement between SWATCH and the promoters concerned in order to regulate the in and out flow of VIPs, to and from the VIP lounge.

3. The Side Events
If an authority or sponsor decides to organize a reception or a party, promoters must determine a VIP guest list in advance. The VIP area officer is required to inform the invited guests and the FIVB representatives attending the event at least two days in advance. The authority or sponsor offering the reception or party must welcome the VIP guests at the entrance of the venue where the event is taking place. The PR Director must inform the VIP guests on the dress code (formal, business or informal attire).

C. The Official Opening of the Event

Opening ceremonies are not mandatory for World Tour events. Nevertheless, a welcoming cocktail party the day before the start of the competition for FIVB President (when required), FIVB officials, referees, heads of delegation, athletes, spectators, Organizing Committee members, FIVB Sponsors and partners, media representatives, local authorities, etc. could be organized following the Technical Meeting for instance.

Awarding Ceremony Backdrop - option 1

Awarding Ceremony Backdrop - option 2

Awarding Ceremony Backdrop - option 3

Personnel and set-up ready for the start of the awarding ceremony

3.11 The Awarding Ceremony

The awarding ceremony is part of each FIVB event and it must be organized in accordance with the procedure featured in this section. The awarding ceremony creates a memorable and magic moment that athletes, spectators, officials, media, sponsors, celebrities, volunteers, etc., may share to celebrate the winning teams and the event itself.
The preparation of the awarding ceremony should not be underestimated and all elements enlisted below are important to implement a successful end of an event.
It is critical that each person playing a role in the awarding ceremony will know in details his/her responsibilities and the exact timing of his/her intervention.
It is strongly recommended to prepare well in advance a program (and a final version of such a document duly customized with the names of the dignitaries and athletes after the final rally) and a lay-out of the area to be circulated to the key persons such as the Master of ceremony, chief of protocol, Technical Supervisor, Tournament director, TV coordinator, announcers, hostesses, etc. This written program should also include the script for the announcer.

The program and materials used for the awarding ceremonies must be organized in accordance with the FIVB Regulations and presented well in advance to the FIVB Technical Supervisor for his/her approval. The Technical Supervisor must check before the start of the competition that all materials are available and duly stored in a secured facility at the venue.
Moreover, it is the responsibility of the Technical Supervisor to check well in advance before the rehearsal the lay-out of the court featuring all materials and personnel.
It is also his/her responsibility to agree with the Tournament Director concerning the dignitaries who must participate to the awarding ceremony.

The actions of each person involved (from the end of the final match until the end of the awarding ceremony) must also be carefully planned and accepted in advance by the FIVB Technical Supervisor.

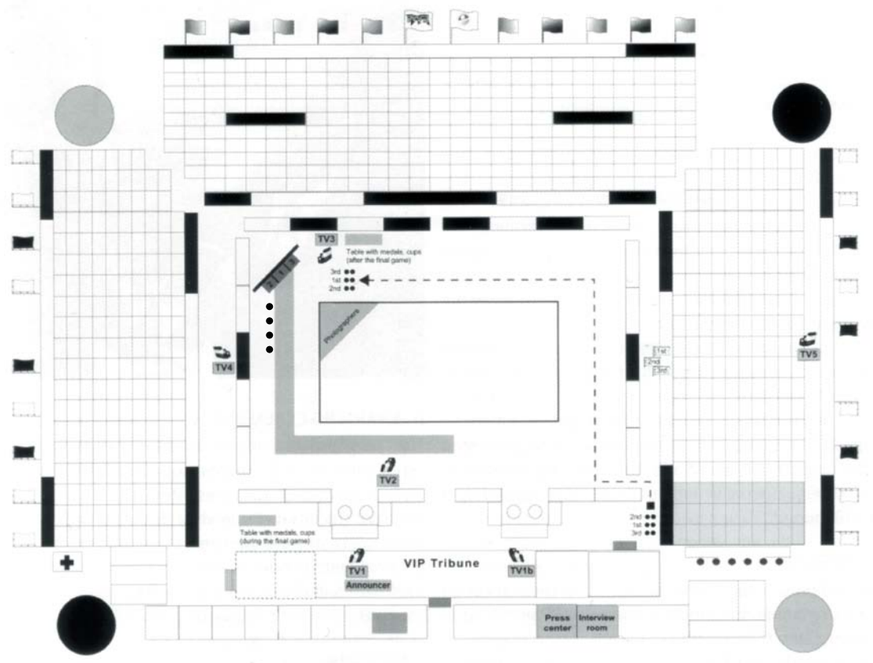
A. The Material

The list of materials below is necessary to implement a smooth awarding ceremony:
- 1 awarding Ceremony backdrop. The use of the backdrop is mandatory for all Open events and recommended for the Grand Slam.
- 2 red carpets (one 3 m x 18 m, one 5 m x 2 m);
- 3 podiums as follows:
  - podium No. 1, at the center (for team finishing in 1st place), 1,50 m long x 0,60 m wide x 0,70 m high;
  - podium No. 2, to the left of the center podium (for the team finishing in 2nd place), 1,50 m x 0,60 m x 0,55 m high;
  - podium No. 3, to the right of the center podium (for the team finishing in 3rd place), 1,50 m x 0,60 m x 0,40 m high;
- 3 poles of a minimum of 8 m high each (or mobile hangers) for the winners' flags, outside the competition area and no further than the axis of the court. These poles should be different from the ones used for the SWATCH FIVB World Tour Flag, FIVB Flag, Eco Flag, and the country flags should be placed on the side of the court, preferably midway.

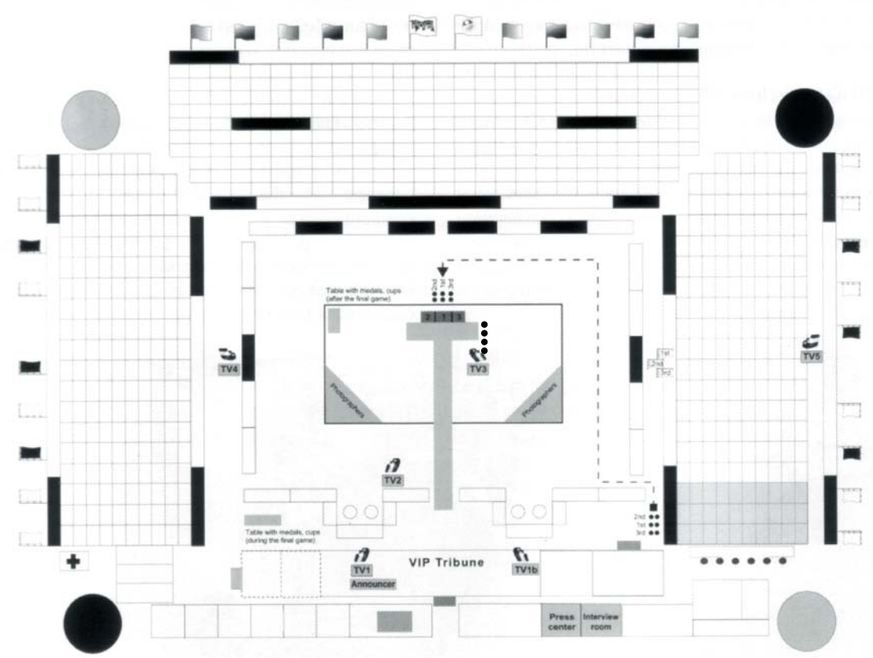
It is recommended to foresee the use of removable poles to be set-up in a few minutes just before the end of the gold medal match in order to avoid to block the view of spectators, photographer, HTVB, etc. during the matches.

- two or three flags (same size) available for the top Beach Volleyball nations (i.e. Brazil, USA, Germany, China, Switzerland, etc.);
- a complete set of medals for the winners (2 gold, 2 silver and 2 bronze per gender) provided by the FIVB;
- the SWATCH trophy of the best athlete of the event provided by SWATCH;
- 3 cheques indicating the event's earnings for the three teams;
- the award table and the necessary cushions or trays to display and present the medals;
- the cup for the winners and the trophy cups for the 2nd and 3rd place teams (whenever awarded) offered by local sponsors or Organizers;

Awarding Ceremony with backdrop – option 1 (full surface) for all Open events



Awarding Ceremony with backdrop – option 2 and 3 (with a frame) or without any backdrop (Grand Slam)



In case organizers decide to award cups/trophies to the first ranked teams, Organizers must then supply 2 units per team (one for each athlete). The name of both athletes may be engraved on the plaques at a later stage.

- SWATCH watches for all athletes provided by the on-site SWATCH representative;
- Any other eventual cups or trophies offered by the city, promoters, local sponsors, etc.;
- 3 bottles of champagne (if any).
- the national anthem of the winning team;
- the FIVB anthem;
- the national flags of the first three teams (3 m x 2 m horizontal or vertical according to the system used);
- 3 name boards (0.70 m x 0.30 m) with the name of the country of the winning teams (letters minimum 10 cm high) for the parade;
- the necessary uniforms for all persons involved (hostesses, medal carriers, etc.);
- a set of clean athletes' tank tops/tops for the top 3 teams of the same colors of the ones used for the Final Games;
- a raised platform with microphones connected to a public speaker system;
- one table (2 m x 1 m) to display the cups and/or trophies and the medals;
- rope and poles to cordon off the photographers' area;
- the official backdrop with the SWATCH FIVB World Tour Title and Tournament Title and its supporting structure;
- the dedicated form to designate the dignitaries;
- possibly one orchestra (or fanfare/music) plus appropriate musical recordings;
- walkie-talkie with earphone for the key staff members such as the Master of ceremony, Assistant of the Master of Ceremony, Technical Supervisor and the Court Manager to coordinate all actions of the program.

The FIVB President or his representative designates the officials or guests who will present the awards prior to the start of the semi-final matches. He may ask, if he wishes, governmental or other personalities to accompany him in awarding the prizes.

B. The Personnel

The following personnel is needed:

- One experienced master of ceremony with perfect command of English and the language of the host country;
- An announcer speaking English and the host country language;
- Three name board carriers;
- Minimum four hostesses (ideally 6) trained to carry and present the cups and/or trophies and the cushions or trays holding the medals;
- Honorary platoon to maneuver the flags;
- One professionally-trained chief of protocol to guide and coordinate the various dignitaries in their movements during the ceremony, as well as an assistant chief of protocol to be in charge of the medal bearers;
- The Court Manager and at least 8 additional persons assisting him/her to quickly remove the sport equipments such as the net's' poles, padding, net camera, referee chair, etc. and bring the carpets, podium, back drop, table, etc.;
- Security people or controllers to ensure that photographers and authorized TV right holders hand held TV cameramen stay within their restricted area;
- One person for each team (3 persons) responsible to gather in a specific area the 3 pairs to be awarded and to provide to the brand-new tops;
- The mascot;
- The dancers to entertain the spectators while the court manager and his assistant are setting-up all materials.

<u>Note:</u>
Officials, Staff and volunteers may be allowed to stand-up around the competition area.

C. The Rehearsal

The assigned personnel must perform a full rehearsal the day preceding the awarding ceremony. All personnel above should be involved as well as the FIVB Technical Supervisor, FIVB TV Coordinator, and the director designated by the Host TV Broadcaster. Reserve personnel for each function must also be trained to anticipate any last minute contingencies. Organizers should inform the day before the finals the teams concerned about their role and arrange rehearsals with the assigned personnel to ensure that the ceremony is run according to the plan. The participation at the awarding ceremony is compulsory and sanctions are given by the FIVB in case a team will be late or even will depart from the hosting city without having the previous written authorization of the FIVB. All options for the anthems must be prepared in advance (to last from 1 min. and 1 min. and 30 seconds) and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.

D. The Ceremony

The awarding ceremony takes place in the stadium immediately after the last whistle of the final match.

1. Before the Final Match(es):

- PR Director checks that all the necessary materials are ready;
- Court Manager ensures that the necessary personnel are ready to dismantle the equipment and put the various elements of the awarding ceremony in place;
- Assistant to the PR Director checks the flags, awards, cups, trophies, cushions, etc. with the hostesses;
- FIVB Technical Supervisor checks the availability of clean tank tops/tops for athlete's of the three teams;
- Court Manager checks that the masts (or mobile hangers) are in the right position and work properly;
- PR Director checks with the FIVB President (or with the FIVB Technical Supervisor if the President is not attending the event) the list of the dignitaries invited to present the awards and verifies their respective tasks. He then ensures that the announcer receives this list.

The FIVB President (or the FIVB Technical Supervisor in agreement with the National Federation Delegate and the Tournament Director) designates the officials or guests responsible to present the awards (WT/32 form). Priority must be given to the FIVB President, Governmental authorities, hosting city representatives, sponsors, etc. The FIVB President may ask governmental authorities or other personalities to accompany him to award the prizes.

2. Immediately after the Gold Medal Match:
Immediately after the Gold Medal Match whistle is blown and the athletes leave the playing area, the announcer informs through the sound system that the awarding ceremony is about to take place and asks spectators to remain in their seats.

The technical area staff (composed by the Court Manager and by his assistants) implements the following actions:

- dismantle and remove poles, net, referee's chair, and umbrellas in the time-out areas;
- open a passage, if necessary, by spreading out (without removing) some advertising panels;
- position the red carpets and the three podiums as per the layout plan, facing the VIP tribune as follows: podium No.1 in the middle, podium No.2 to its left, podium No.3 to its right;
- position the table on which medals, trophies, and individuals awards are displayed;
- set-up the 3 poles if they have not be already placed earlier;
- arrange ropes to define the area reserved for photographers;
- install and equip the area reserved for orchestra or fanfare, if any;
- lower the ropes of the masts in order to properly fix the flags (or lower the mobile hangers to man's level). The security staff members or controllers take their position in the photographers' restricted area. The photographers are then allowed to take their places;
- the photographers take their position;
- an honorary platoon (or members of the organizing committee) makes its entrance and fixes the flags of the first three countries at the foot of the three masts as follows: (a) flag of the first placed team in the center (highest mast), (b) flag of the second placed team to the right of the winners' podium, (c) flag of the third placed team to the left of the winners' podium;
- the hostesses in uniform make their entrance and take their position according to a place previously designated near the awards table. They then wait to hand the awards to the dignitary assigned to present them;
- the name board carriers of the winning teams assemble at the entrance, out of the public view;
- the athletes of the 3 winning teams march in and line up behind the name board carrier of their country according to the order of their respective podium positions, in an area with direct access to the court;
- The dignitaries march in and they will stop on the red carpet on the side of the podium.

While the athletes must wear clean tank tops/tops, no accessories or piece of uniform other than the ones authorized for the competition must be worn with the exception of the athlete's own country flag.

National Anthem during the awarding ceremony

Swatch President Arlette-Elsa Emch (in white) joined the men's podium in Klagenfurt (Austria)

3. Start of the Official Ceremony:
The Master of Ceremony checks that all personnel, players, dignitaries, etc. and the materials are all at their place.
If everything is ready he/she authorizes the start of the ceremony. Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can control that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and proceed to their places in time without delaying the ceremony.

End of Final Match Announcement:

"Ladies and Gentlemen,
Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the 2010 SWATCH FIVB World Tour – ***Tournament Title***".
- Teams return to locker rooms for changing uniforms.
- On Court staff to set up the Closing Ceremony court lay-out.
- Entrance of the Entertainment group.
- Positioning and short briefing of the Authorities that will take part on the ceremony.

START OF THE OFFICIAL CEREMONY

- Short Fanfare (CD) (15 sec.) or FIVB official anthem start to be played.

The official speaker announces the start of the ceremony in the language of the host country and in English:

- Closing and awards ceremonies of the 2010 SWATCH FIVB World Tour – ***Tournament Title*** organized by the Name of the promoter's company and hosting NF.

The FIVB President or his/her representative or the guest of honor, the President of the Organizing Committee and any other VIPs appear, led by the chief of protocol, and line up on the red carpet (includes all the VIPs presenting an award, also for individual prizes).

- March to be played by CD.

The country name-board carrier, flag bearer and players (headed by the captain) of each of the first three teams (no officials, no coaches) make their entrance and take position behind their respective podiums.

The official speaker makes the following announcements in the language of the host country, then in English

- 2010 SWATCH FIVB World Tour (Tournament Title_____) Third place and bronze medal winner is: _____.
- 3rd place team step onto the podium.
- The Silver plate (or cups or trophies) and the medals will be presented by _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the Silver plate and bronze medals approaches the designated person and accompanies him to the front left side of podium 3 (team captain). The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any eventual prize.

Once the distribution of the third place medals is finished, the VIPs and hostesses return to their original positions.

Award Ceremony of the best individual players:
- Short Fanfare (CD).

The official speaker announces:
- 2010 SWATCH FIVB World Tour **(Tournament Title_____)** silver medal winner is: _____.
- 2nd place team step onto the podium.
- The Silver plate (or cups or trophies) and the medals will be presented by :_____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the silver plates (or cups) and silver medals approaches the designated person and accompanies him to the front left side of podium 2. The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any eventual prize.

Once the distribution of the second place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:

- Awards and Closing Ceremony for the ***2010 SWATCH FIVB World Tour – Tournament Title in _____.***
- 2010 SWATCH FIVB World Tour Champion and Gold medal: _____.
- 1st place team step onto the podium.

The SWATCH FIVB World Tour Champion – (Tournament Title_____) Trophy and medals, will be presented by the FIVB President Mr. Jizhong Wei, (whenever attending an event) accompanied by _____.

- The winner's cup and the medals will be presented by the FIVB President Mr. Jizhong Wei: _____, accompanied by Messrs _____ (names and titles).

While the official speaker makes the presentations, the hostesses bearing the cups and gold medals approach Mr. Jizhong Wei, FIVB President and accompanies him to the front left side of podium 1, accompanied by another VIP (if any), who takes up position on his right. Mr. Jizhong Wei presents the players with the 2 cups and gold medals, following which he returns to his initial position.

The dignitary accompanying the President may then give the cheques and any eventual prize.

Once the distribution of the first place medals is finished, the VIPs and hostesses return to their original positions.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can control that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.

The speaker announces:
- Award ceremony of the Best Player.
- Best athlete: Name_____, from_____.
- The Award will be presented by_____.

The person designated comes with the hostess bearing the award and presents the prize to the player.

The official speaker continues:

The person designated comes with the hostess bearing the award and presents the prize to the player.

The official speaker continues:
- Fastest Server: _____ from _____.
- The Award will be presented by _____.

After the award of the fastest server of the event a short session of pictures can be implemented with all dignitaries and the players. After a few moments when the dignitaries are going out from the court all players may open the bottle of champagne and still remain on the podium for some pictures. Then they can step down from the podium and eventually make a complete tour of the court.

The chief of protocol will invite the dignitaries to make pictures standing in front of the podium. After 20/30 seconds the dignitaries are invited to leave the area.

The official speaker asks the spectators to stand-up for the anthem of the winning team:
- Ladies and Gentlemen, please rise for the playing of the National Anthem of _____.

The national anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags. The players must remove their caps and face the flags during the anthem.

- Playing of the Champions' National Anthem.
- Hoisting of the 3 flags.
- After the playing of the Anthem the players salute the public.

This concludes the award and closing ceremony of the 2010 SWATCH FIVB World Tour.

Thank you very much for your presence and we hope to see you again next year on... (date).

Only at this moment the photographers are allowed to operate freely.

On the completion of the photographs session, athletes may open the bottles of Champagne remaining on the podium for further pictures. The athletes are then allowed to walk freely around the court to salute the public, before leaving the area at their leisure.

RESPECTUEUX DE L´ENVIRONNEMENT.

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